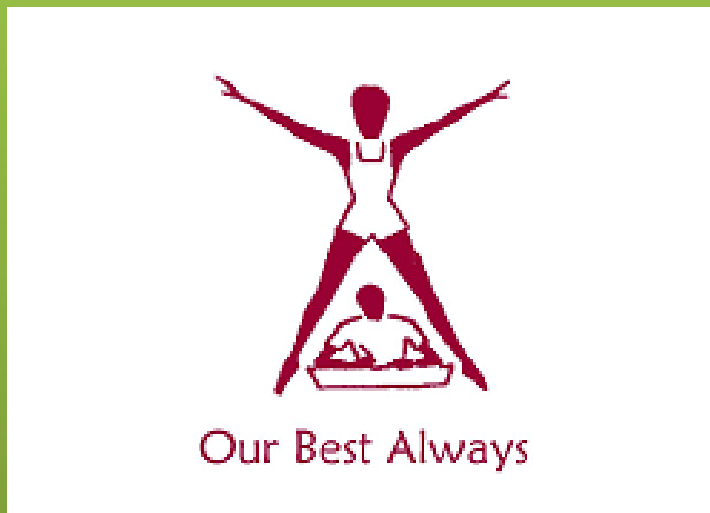


Linville State School

Student and Parent Handbook



2014

Linville State School
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Message from the Principal

Hello and welcome to Linville State School. We thank you for entrusting us with the privilege of working with your child during these formative years of their education.

This Handbook outlines many of the procedures and policies of the school. It has been prepared so that you, as parents and caregivers, may be better informed on matters connected with the school, how the education of your child takes place, and the ways in which good relationships are maintained and fostered between the school community and the school.

We trust that your family's association with this school will be a happy and fulfilling one and that your involvement in our activities will further the spirit of co-operation and cohesion within the school community. Our community works to ensure that all students receive the best educational experiences possible. Your involvement in your child's learning is encouraged and your participation in the activities of the school P&C Association are welcomed.

At Linville State School, we work together in a positive manner to create an environment that not only caters for each individual, but also benefits your child educationally, physically, emotionally and socially. We aim to provide every child in our care with both challenge and the opportunity for success in order to best prepare them for their future.

Once again, welcome to our unique and wonderful school!

Mr Aaron McDonnell
Principal

Historical Background

A school has existed in Linville for as long as Australia has being a Federation. The initial movement for the establishment of a school in Linville (then known as Colinton) began in 1900. While there was some disagreement over the location of the provisional school, locations put forward being in Colinton (Linville) or at Nine Mile. A visit by the District Director in September led to the setting aside of a School reserve and the advice to the local community to reapply for a provisional school when they could guarantee an enrolment of 12 students.

In January 1901 another application indicated that 15 children were likely to attend the school. The Department was confident that this enrolment would be likely to increase in the future and so the establishment of a school was approved in February 1901.

By July 1901 the school buildings were completed and on November 11th 1901 the Colinton Provisional School was opened with an enrolment of 12 students.

The name of the school was changed to Oakleigh in April 1905. There had been discussion about changing the name of the Local Receiving Office from Nine Mile to Oakleigh. This did not happen and instead the Post Office name became Linville. By August 1906 a letter was sent to the Department of Public Instruction requesting the school's name being changed from Oakleigh to Linville. The main reason given in the letter submitted was due to "*...the whole district is now known {as Linville}. In neighbouring centres our school is also called the Linville School. If Oakleigh is mentioned it seems to be a place unknown.*"

This resulted in the name Linville being adopted in September 1906.

The following years have seen changes in the Linville District. The school's buildings and facilities, have adapted and been developed to deliver the best education possible for the students who attend Linville State School. Alongside the changes to the facilities there have also been the inevitable movements of families, students and staff through our school. It is a great experience to walk through the Centenary Garden and read the names of students and families who have been a part of the history of this school.

In 2013 there are currently 30 students enrolled at this school from Prep to Year 7. The Linville area can be categorised as farming and grazing community with many students coming from surrounding properties and the townships of Linville and Moore. We all look forward to 2014 and to the future years to come.

Acknowledgments

Linville State School Centenary Committee, (2001) *Linville State School Centenary Commemorative Book 1901-2001*, Linville State School P & C Association.

School Information

Linville State School is located on a 4ha site, in the rural town of Linville. We are 7 km north from the township of Moore and within a 30 minute drive from the towns of Blackbutt, Kilcoy and Toogoolawah. We enjoy the rural, picturesque countryside, close to the source of the Brisbane River. Linville is rural, but with easy access to the Sunshine Coast and larger urban centres in the South-East region.

Postal Address	Linville State School George St Linville QUEENSLAND 4306
Phone Number	(07) 5424 7201
Fax Number	(07) 5424 7144
E-mail	the.principal@linvilless.eq.edu.au admin@linvilless.eq.edu.au
Webpage	https://linvilless.eq.edu.au
Principal	Mr Aaron McDonnell
Administration Officer	Mrs Norma Carey

Current Staff

Prep – Year 3 Teacher	Mrs Kirsty Jackwitz
Year 4 – 7 Teachers	Mr Aaron McDonnell Ms Meg Hatfield
Teacher Aides	Mrs Norma Carey Ms Kate Clelland Mrs Lorraine Linn
LOTE (Indonesian)	Mr Gladwyn Arwadi
HPE/Music	Mrs Felicity Crosato
Teacher Librarian	Ms Hilary Benson
SEP Teacher	Mrs Andrea Oxenford
STLAN Teacher	Mrs Sue Hallas
Grounds Officer	Mr Max Cooper
Cleaner	Mrs Yvonne Gerhardt

All staff are current as of 2013. Changes may occur after the day 8 census of student enrolments at the beginning of each year. Any changes will be announced when they occur.

2013 P & C Committee

President

Mrs Tanya Davis

Vice-President

Mrs Karen Parker

Secretary

Mrs Carolyn Carseldine

Treasurer

Mrs Judith Lord

Parents & Citizens Association Meetings

Membership is open to all parents and interested citizens (above 18 yrs of age) all of whom are eligible to attend and vote at the meeting which is held at the school at 9.00 am on the third Wednesday of the month. Please check the school notice board and most recent newsletter for confirmation of meeting times and dates.

Minutes from meetings are available on request.

School Times and Dates for 2014

SCHOOL RESUMES Tuesday 28 January 2014

SCHOOL TERMS

Term 1	Tuesday January 28	Friday 4 April
Term 2	Tuesday 22 April	Friday 27 June
Term 3	Monday 14 July	Friday 19 September
Term 4	Tuesday 7 October	Friday 12 December

PUBLIC HOLIDAYS

New Year's Day.	Wednesday, January 1
Australia Day Holiday	Monday, 27 January
Good Friday	Friday, 18 April
Easter Monday	Monday, 21 April
ANZAC Day	Friday, April 25
Queen's Birthday Holiday	Monday, June 9
Brisbane Show Holiday	Monday, August 11
Labour Day	Monday, October 6
Ministerial Holiday (Students only)	Monday, October 20
Christmas Day	Thursday, December 25
Boxing Day	Friday, December 28

STUDENT FREE DAYS

Wednesday 22nd January
Thursday 23rd January
Friday 24th January
Monday 20th October

School Hours

8.30 am – 8.40 am	Students can arrive at school, put bags, lunch, homework away and sit down on seats under cover.
8.40 am – 9.00 am	Staff member comes on duty; students participate in Smart Moves activities.
9.00 am – 9.10 am	Snack Attack – fruit, vegetable or yoghurt snack break. Toilet and drink before class time.
9.10 am – 11.00 am	Morning Session.
11.00 am – 11.15 am	First Break eating time. Students sit down and eat lunch.
11.15 am – 11.30 am	First Break play time.
11.30 am – 1.00 pm	Middle Session.
1.00 pm – 1.15 pm	Second Break eating time.
1.15 pm – 1.30 pm	Second Break play time.
1.30 pm – 3.00 pm	Last Session
3.00 pm	Home time and parent collection of students.

In the interests of safety and supervision, students should not to come to school before 8:30am, unless prior arrangement has been made with school staff. Supervision of students does not begin until 8.40 am. No responsibility is taken for students who arrive prior to this time.

Office Hours

We are a small school and do not have a full time Administration Officer. Mrs Carey is in the office at various times throughout the school day, but can be found in the office before school and at the end of school every day of the week. On Wednesdays she is in the office for the middle session and the last session of the day.

School Procedures

Accidents, Illness and Medication – Students

Punctuality and regularity in attendance is essential. Those children who do not attend regularly are placed at a disadvantage throughout their school career.

Every parent of a child being of the age of compulsory attendance shall, unless some reasonable excuse exists, ensure that the child attends school each day. Examples of a reasonable excuse as defined by Education Queensland are:

- Sickness
- Fear of infection from disease

When a child is absent, a note to the class teacher is required. A telephone call or e-mail on the day of absence would be appreciated. Where absence from school is likely to be prolonged, it is required that the school be advised without delay.

It is vital parent contact information is kept up to date at all times, especially in case of emergency.

Illness

- ◆ The school should officially be advised of any medical problems your child may experience.
- ◆ Students who are obviously not well in the morning should be kept at home.
- ◆ Sick children will be asked to rest on the health couch and if no improvement is noticed, parents will be contacted to collect the child.

Accidents

- ◆ Students should report to school staff any accident which causes them distress.
- ◆ Should a student, in the opinion of staff members, require medical attention during the day, every attempt will be made to contact a parent to request him/her to take appropriate action. If a parent, or other nominated emergency contact person, cannot be contacted, medical attention will be sought for the student on the parent's behalf.
- ◆ No treatment is permitted to be given in the school, except basic first aid. This is immediate, temporary treatment given in case of accident. Every attempt will be made to contact the parents and ascertain his/her wishes. If the parent cannot be contacted the ambulance will be called if deemed necessary by school staff.

Medication

The following guidelines regarding administration of medication to students apply to all state schools and must be strictly observed by school staff.

- ◆ Where a staff member is to administer medication **long term** the instructions provided should be **written by a pharmacist** at the doctor's directions. Staff will not accept the instructions solely of a parent. The medication container needs to indicate **specific times** at which medication is to be administered as well as quantity.
- ◆ Non-prescribed oral medication e.g. analgesics, **will not** be given.
- ◆ Staff may give oral medication provided it is given strictly in accordance with **instructions by the student's medical practitioner** and as **requested by parents in writing**.
 - This means that if you send anything to school for staff to give to your child to take, it will be returned unused unless these conditions are strictly adhered to.
 - You will be required to complete the full details in the administration of medication register available at the office. I realise this will cause extra organisation for parents. I thank you in anticipation, for your understanding and compliance.

UNDER NO CIRCUMSTANCES ARE CHILDREN TO LEAVE MEDICINES, TABLETS ETC IN THEIR SCHOOL PORTS OR DESKS.

Where possible, parents should bring such substances to school personally or send a written message to school and phone us to confirm instructions.

Any staff member may refuse to accept the responsibility of administering medication if they do not feel confident in giving medication.

Communicable diseases – Exclusion table

The following table is a guide from Queensland Health as to the length of time you should exclude your child from attending school if they are diagnosed with any of the communicable diseases listed below.

Regardless of the period of exclusion a child who is unwell as a result of an infectious disease should not be allowed to attend school until fully recovered. Children living in the same residence as the patient are not excluded from attendance at school.

Any child experiencing vomiting and/or diarrhoea should be kept home for 24 hours after the last instance to prevent further infections to other students and staff.

CONDITION	PERIOD OF EXCLUSION
Chicken Pox	Exclude until fully recovered or at least 5 days after the eruption first appears
Conjunctivitis	Exclude until discharge from eyes has ceased.
Glandular Fever	Exclusion is not necessary.
Impetigo (School Sores)	Exclude until appropriate treatment has commenced and sores on exposed surfaces are covered with dressing.
Measles	Excluded for at least 4 days from the appearance of rash.
Mumps	Exclude until the day after treatment has commenced.
Ringworm, Pediculosis Trachoma	Scabies, (Lice), Exclude until the day after treatment has commenced.
Rubella (German Measles)	Exclude until fully recovered or for at least 4 days after the onset of rash.

More information about exclusions due to illness is available on the Queensland Health website.

Admissions

Enrolments will normally be carried out during the months of December and January each year. For students enrolling for Prep an interview should be arranged for the beginning of term 4 in the year before they are due to start school.

Enrolments for new students during the school year are carried out on arrival. It is suggested that where possible, parents contact the school to arrange a mutually suitable interview time. At the enrolment interview an original copy of the student's birth certificate needs to be presented and sighted.

Parents are required to fill out an enrolment form when enrolling their children at this school. This gives the school helpful information in case your child should suffer an accident and provides information necessary for school reports. Parents are asked to notify the school if details on the enrolment form change, particularly a change of address, phone number or medical condition.

Annual Report

In the first Semester of each year, a School Annual Report is published that shows the achievements, directions and highlights of the previous year at the school. A copy of this report is provided to District Office and copies will be circulated amongst the parents.

ANZAC Day

Each year, the school students march in the Linville ANZAC parade. Student representatives lay the wreath on the day. All children should wear their formal school uniform on the day. It is not compulsory to attend, but it is a great way for students to learn about the ANZAC spirit and join with our community in remembrance. It is the expectation of the School Leaders that they attend this event, representing Linville State School in our community.

Arrival/Departure

As school commences each day at 9:00 am children should not arrive any earlier than 8:30am unless prior arrangements with staff have been made. School concludes at 3:00 pm.

Parents are asked to park their vehicles outside the school grounds. Particular care needs to be taken when children are around vehicles. Please be vigilant. The school driveway may be used in cases of emergencies. Reversing of all vehicles in school grounds should be done with the utmost care.

Assessment/Reporting

At this school, assessment of pupils is in the form of continuous evaluation of each child's educational progress in all areas, which culminates with end of term and semester testing. The main aim of such testing is to let the student know his/her progress and to give the people concerned with the child's education a base on which to provide opportunities for further progress and development.

The school's teaching program is based on two semesters, each broken into two terms. Assessment is made at differing times during the term and usually at the end of each semester.

Reporting happens at the following times;

- End of Term 2 – Semester One Report Cards
- End of Term 4 – Semester Two Report Cards
- Informal Parent/Teacher Interviews as required

Parents are most welcome to request an interview anytime of the year to find out about your child's progress. We welcome discussions with you about your students education and how we can work together to help them reach their potential at Linville State School.

ArtsLink Queensland

There are usually four ArtsLink (formerly Arts Council) presentations during the year - one per term. Linville and Harlin students attend ArtsLink performances at either the Moore Hall or Toogoolawah Primary School. Dates will be advised via the school Newsletter. A permission envelope is sent home prior to each performance, to be returned to school with the appropriate payment, and signed by a parent/guardian. Transport to ArtsLink performances is provided by the school.

Attendance and Absences

It is a legal requirement for children to attend school regularly and it is essential that they do so to succeed. Each and every day is important and children should not be absent without a valid reason. **Every day counts!**

In the event of absence, there are three methods of notifying the school of the absence.

- A note signed by a parent or guardian giving the date of absence and the reason for absence.
- A phone message to the school advising of the date of absence and the reason.
- An e-mail to the school, advising of the date of absence and the reason.

These are required by the class teacher upon the child's return to school to ensure the school roll is accurately maintained.

A slip for recording late arrivals and early departures of students is kept in the classroom. It is important that parents and guardians complete and sign the slip when the arrival or departure takes place.

The roll is marked twice daily, the first time in the morning session and the second time at the beginning of the last session.

Bike Rack

A bike rack is provided for students' use under the big tree, near the school gate. Students **must not ride** into the grounds, but should dismount their bikes and push them to the bike racks for safety reasons. In the afternoons, students should push their bikes to the gate before mounting them to ride home. No student should ride **any** mode of transportation in the school grounds; this includes scooters, skateboards and the like. All students are required to wear a helmet whilst riding to and from school.

Book Club

Book Club is offered at Linville State School. Catalogues advertising a selection of books are sent home with the children. Parents may choose to purchase or not purchase books from Book Club. Purchase of books from Book Club can assist the school library to update the resources available to students.

Code of Conduct

Taken from the Linville State School Responsible Behaviour Plan. At Linville we encourage and ask students to;

- Respect the rights and property of others
- Take pride in ourselves, our school, our belongings and our achievements
- Act and play safely and sensibly
- Respect the rights and property of others
- Strive to improve

Treat all people equitably, regardless of gender, race, religion or disability.

Chaplaincy Program

From term 3, 2013 Linville State School has had a school chaplain. Our chaplain is at our school for one day per week. The role of the chaplain is determined by the school and the programs we would like them to be involved in.

Currently our chaplain runs activities and games during lunch times, helps students during class time in the class rooms and is working with senior students to plan and develop a vegetable garden. If you have any questions or queries about chaplaincy, please feel free to approach the chaplain or the principal.

Cross Country

Our school cross country event is held for all students at either Harlin or Linville State School in April and May each year. Students will train for the cross country in the months leading up to this event. Students may qualify from this event to represent Linville at the Small School Cluster Cross Country, held at Tanduringie State School. Students are required to have parental permission to attend this event. Students who wish to attend must train appropriately to be able to participate in this competition.

Dental Clinic

A Queensland Health mobile dental clinic staffed by qualified Dental Therapists and a Dentist usually visits a school in our area on a rotational circuit each 18 months. Parental consent is required before any treatment is carried out. This service is free. Parents are invited to address any concerns or queries with the Dental Clinic staff.

E-Mail

An e-mail account is provided for each student with all costs covered by the school. If you wish to send an e-mail to a particular teacher or student, please contact the school for email addresses.

Emergency Contact Information

Occasionally accidents and emergencies occur at school, so it is vital that parents are contactable during the day. Please ensure all your contact details are up to date at all times. The school asks all families to update their contact details at the beginning of each semester.

Excursions and Camps

The school participates in a number of extra-curricular activities at other centres, such as ArtsLink performances, swimming lessons, Under 8's Days, NAIDOC Day, Science days and Sports carnivals. Travel will usually be by bus with the cost being borne by the school, the P & C or families, depending on the event.

From time to time parents may be asked to provide transport in order to keep costs to a minimum or some students will be transported by a staff member in a private vehicle. Written approval of parents is always necessary before any child is permitted to travel and participate in any event conducted away from the school.

Our school camp is held every second year. Details and planning meetings will be advertised well in advance.

On all camps and excursions, the same standards of behaviour that apply at school are expected of the children. Linville enjoys a proud record in this regard, which is well worth maintaining.

Forbidden Articles

Mobile phones, toy guns, matches, yo-yos, pocketknives, chewing gum or any potentially dangerous objects are forbidden and will be confiscated. Less dangerous items will be returned that afternoon for the child to take home and more dangerous items will not be sent home but the child's parents will be contacted to pick up these items from school.

Some dangerous items will result in immediate behaviour intervention and suspension from school. Details can be found in the schools Responsible Behaviour Plan.

Note: Children who bring other toys to school to play with do so at their own risk of breakage or loss. The school has no responsibility for their care or replacement.

Free Dress Day

On designated days, children are permitted to wear free dress. Children should wear play clothes rather than good clothes; the clothes should be sun safe and suitable for school wear. On free dress days students also need to wear closed in shoes and a broad brimmed hat. A gold coin donation is collected for the school Project Club.

Governance

- ◆ The School is administered through the processes and guidelines prescribed under School Planning and Accountability Framework.
- ◆ Linville State School is administered and serviced by the Darling Downs South West District Office located in Kingaroy, as well as various other services being delivered as part of the regional structure (Darling Downs South West Region) based in Toowoomba.
- ◆ Regular P & C meetings are held throughout the year to ensure any and all decisions are open to scrutiny and all stakeholders have had opportunity to be consulted. Important information relating to the delivery of teaching and learning, as well as the latest developments and strategies being implemented at the school are presented at these meetings. All parents and members of the community are invited to attend these meetings.

“No Hat, No Play” Policy

The school enforces a hats-on policy supported by the P & C committee. Due to the risk posed by sun exposure, all children are to wear hats when playing or doing activities in the sun. If children do not have a hat, they will be required to sit out during play time. Children will be required to apply sunscreen prior to play, and prior to swimming lessons, as it is not possible to wear a hat in the water for swimming activities.

Headlice

There is always the possibility that your child’s hair may become infested with lice while attending school. They are a nuisance, though not really a health problem; however, it is often the case that it is only with diligence shown by all families that this problem can be kept under control, if not eliminated.

If there is evidence of lice, treatments such as shampoos and lotions are available from our P&C at a reduced subsidised price. Please ensure that you check all family members and keep checking every couple of days. Children should be excluded from school until treated. Further information and guidance is readily available by contacting the school.

When a head lice infestation is reported to the school, we will notify all families via a note sent home. This note requires that parents return a response to say that their student’s hair has been checked.

Homework Guidelines from Education Queensland

Homework guidelines for Queensland State Schools will help children establish a balanced lifestyle that allows time for activities with family and friends.

The guidelines provide our school with the chance to develop our own homework policy in consultation with parents, to ensure a common-sense framework for students, teachers and parents. These guidelines were approved by our P & C in 2007.

The homework guidelines for different age groups are as follows:

- ◆ In the Prep year students will take home a home reader and sight words for homework.
- ◆ Homework in Years 1, 2 and 3 could be up to – but generally not more than – an hour each week.
- ◆ Homework in Years 4 and 5 could be up to – but generally not more than – 2 to 3 hours each week.
- ◆ Homework in Years 6 and 7 could be up to – but generally not more than – 3 to 4 hours each week.

For our younger students, it is important that parents get involved by reading books to them and encouraging them in a range of activities. For the older students, parents can help them balance the amount of time spent completing homework, watching television, playing sport and doing part-time work.

Good communication between teachers, students and parents is also very important to ensure students reach their full potential.

Home reading is expected to be done each week night. Students in Prep to Year 7 are to provide a home reading folder at the start of each year. In the folder are included a home reading diary to record date, title, amount of reading done and parent/guardian's signature.

The ability to read fluently is an essential skill for any person to have in order to function effectively in society. Children become competent readers through regular practice of this skill, at home and at school. Our school has almost 100% of students reading each week night and having their home reading diary signed and we encourage this practice. Please find the time to sit and listen to your child read and assist them in practicing their reading skills.

Children are required to have their Home Reader changed each day. This is made possible by Staff and parents who volunteer their time to change these books for our students. We are always looking for volunteers to help us with this process. Home Reading diaries will be checked daily.

Homework is primarily to support the basic skills of spelling, reading and number facts. It helps to develop good study habits which will better equip children to cope with the increased work load of the Upper Primary and Secondary school.

It is expected that homework be completed to the best of a child's ability. Supervision and assistance from parents is appreciated and makes a difference. Children should be encouraged to consult their teacher should any difficulty arise. Homework folders are to be brought to school each day and on Fridays, should be placed in the homework tray first thing in the morning. All homework is checked and recorded every Friday.

Please assist by ensuring that your child does the set homework. This is best achieved by getting your child into the routine of homework at a set time and place every night or afternoon.

Spelling words are tested each Friday.

LOTE

In years 4/5/6/7, students will participate in Languages Other Than English. LOTE provides an in-depth study of Indonesia, and is designed to be taught from a cultural perspective in comparison with Australian culture. Students will be taught LOTE by a specialist Indonesian teacher.

Internet

The Internet is a valuable educational resource and enables students to find and source information and resources from around the world from their classroom in Linville.

The school uses a modified form of the Internet provided by Education Queensland that screens out inappropriate sites. Rigorous filtering systems ensure that the highest standards of protection are provided for your children. In the rare event that a site has slipped through this process, it would be extremely difficult for a child to stumble across or even locate such a site. On enrolment, parents sign a form to indicate that they support the children using the Internet at school.

Jewellery

Please be aware that jewellery is not encouraged to be worn to school, and loss or damage to jewellery is the sole responsibility of the parent and student. Children will be required to remove jewellery that does not meet these guidelines.

Permissible jewellery:

- ◆ Watch, signet ring, earrings – basic sleepers or studs only.
- ◆ Necklaces – only permissible if able to remain underneath the shirt and out of sight.
- ◆ Bracelets and bangles – not permitted.

Learning

Our students and their achievements

Student performance trends

- ◆ Results in year 3/5/7 NAPLAN tests and assessment vary from year to year dependent upon the cohort of children. It is therefore unfair to compare trends within the data from year to year
- ◆ Using a balance of assessment tools both mandated and school based, it is evident that students at Linville are generally achieving well.

Learning Support and Students With Disabilities (SWD)

- ◆ Any students identified through testing as needing support with learning will receive intensive support from a variety of staff including teachers, teacher aides and visiting advisory teachers. They may then participate in a structured support program.
- ◆ Support programs are initiated for students diagnosed and identified with a disability. Teachers, teacher aides, advisory teachers and other specialist support personnel combine their skills to ensure that the program is effective and that students are given the best opportunities to achieve success.

Students at risk of not engaging and succeeding at school

- ◆ Students are identified promptly and monitored. Initiatives such as behaviour management strategies are implemented to ensure that cases of “at risk” students are addressed and minimised where possible.

Our learning framework

We are currently developing and implementing our school's Pedagogical Framework. It will be in place by Term 4 2013 and in use in 2014. This document defines our beliefs about teaching and learning at Linville State School. It also clearly states how teachers teach at Linville.

- ◆ The school offers a multi-age continuous curriculum program encompassing the Australian Curriculum subjects English, Mathematics, Science, History and Geography and the Key Learning Areas Studies of Society and Environment (SOSE), Health and Physical Education (HPE), The Arts and Technology.
- ◆ The range of benefits of a multi-age learning environment is unlimited. Some of the most significant benefits include class enrichment by the diversity of learner's ages, learning styles and the experiences each student brings to the group. The multi-age experience is more likely to reflect the range of social situations in which individuals will find themselves throughout their lifetime.
- ◆ Students Learn;
 - To make choices
 - To co-operate and work with others
 - To tolerate difference and share
 - That school is fun when they can talk about what they are learning
 - That they have something to offer others
 - To build on what they already know
- ◆ Our school is endeavouring to incorporate Information and Communication Technology into all Key Learning Areas. Currently we have a 1:4 ratio of computers to students. A plan is in place to replace a number of the older computers each year.
- ◆ The school reviews and updates its Curriculum Plan annually, to ensure we are able to deliver the highest quality of education to our students.
- ◆ At Linville State School we believe in the learner centred approach to learning and teaching, which views learning as the active construction of meaning and teaching as the act of guiding and facilitating learning. This approach sees knowledge as being ever changing and built on prior experience.

Library Use

Our school library is used for a wide range of purposes including whole class research, individual learning programs and small group lessons. Students also have access to the Library during the second lunch break. Students can have access to a catalogue terminal, and they are able to search for materials to assist them with their research tasks. Students are able to borrow books on a regular basis for the enjoyment of reading and access new books as they are purchased, catalogued and shelved.

Children change their books in the library on the same day each week, and require a waterproof library bag in order to borrow books. This assists in the protection of the books borrowed. Plastic bags are not acceptable for carrying library books.

Library times will be advised early in the year.

National Assessment

National Assessment

- ◆ Each May the National Assessment Program Literacy and Numeracy tests take place for each student across Australia in Years 3, 5, 7 and 9. These tests are held over three days and tests students ability in Spelling, Punctuation, Grammar, Reading, Writing and Numeracy.

Families will be kept up to date with these assessments through P & C meetings and the school newsletter. Results for the school will be presented at P & C meetings and in newsletters and the school annual report.

Individual student reports are usually sent to the school for distribution at the end of Term 3 or early in Term 4.

Newsletters and Other Communication

The Linville State School newsletter is sent home every second Wednesday. This newsletter is an important means of keeping parents and the community informed of what is happening in the school. A copy of the newsletter is also posted on the schools website. If you wish to receive your newsletter by e-mail please contact the school office so this can be arranged.

On occasions parents may be asked to complete permission slips etc. When this is the case, please return these as soon as possible. Your prompt return of such information makes any organisational matters so much easier.

Clubs, committees or organisations are welcome to advertise forthcoming meetings or public functions in the school's newsletter as space permits. Whilst all efforts are made to include advertisements in each edition, space available will dictate the publication of these.

Official School Records

Records are maintained on every child attending the school. Current data on each child enrolled is required for the school register and for official records such as student records and, if applicable, Special Education files. School based records such as pupil files and disability lists are also maintained.

Should a change of family circumstance, address, telephone number, etc., it would be appreciated if you would advise the office, so that our records might be kept up to date.

Any changes to medical information, doctor's name or emergency contact numbers **must** be reported to the Administration Officer as a matter of urgency. These details can then be amended in the student's personal file on the School Management System. It is of vital importance that the school has the correct emergency contact details, in case of accident or emergency.

Our community

◆ Partnerships and Alliances

- * Parents and Citizens Association
- * Linville Hall Committee
- * Moore Hall Committee
- * Brisbane Valley Rail Trail Guardians
- * Somerset Regional Council
- * Toogoolawah Fire Brigade
- * Moore Rural Fire Brigade
- * Harlin, Benarkin, Blackbutt, Tanduringie and Cooyar State Schools
- * Toogoolawah State High School
- * Toogoolawah State School
- * Esk State School

◆ Our Priorities and Expectations

- * The community expects that the school will deliver a quality education to all students in a safe and supportive environment
- * The school and community agree that education at a small school be as good an education as offered anywhere else in the state and that "small school" does not mean that sacrifices are made or that we are remote or disadvantaged in any way.
- * The community values good behaviour, sportsmanship, honesty, participation and open communication.

Our School Rules

At Linville State School, we:

1. Treat other people and their property the way we like to be treated.
2. Take responsibility for our actions.
3. Use manners and speak appropriately.
4. Communicate honestly.
5. Stop and think before we act.

Our school is currently reviewing its Responsible Behaviour Plan and is transitioning to become a School Wide Positive Behaviour School. This process will see a change to our current school rules and their shape and form. This is due to come into effect in 2014.

Parent Assistance

Our school takes pride in its open door approach, which actively encourages parent support in the classroom. Parents are most welcome to assist on a regular or irregular basis. Assistance can take many forms, including helping with reading, maths rotations, changing home readers or helping cover library and home reading books. Your help provides greater learning opportunities for the students and is greatly appreciated by the children.

Parents and Citizens Association

The P & C Association meets every third Wednesday of the month; however, there are times when this is changed. Notification will be in the school newsletter, or a note sent home to each family. Meetings begin promptly at 9.00 am. The association plays an important role in the school through fundraising activities to support excursions and school projects, as well as assisting in other projects and working bees around the school grounds.

The P & C are a vital link between the school and community and as such, all families are encouraged to become active members and support this vital link. Important information about curriculum, teaching, learning, assessment, excursions, camps, school facilities and staffing are presented at these meetings.

Parking at School

When parking out the front of the school, please do not park in front of the double gates. We encourage parents to park beside the fence area, and students are asked to walk along the path provided.

Parents delivering students to school or picking them up are asked to exercise caution. Students have a tendency to run out to parents or from the car to the school gate without checking for approaching vehicles.

Parking is not permitted in the school grounds.

Photocopying, Laminating and Fax Services

Photocopying

A4 – 20c per page

A4 – 30c per page, double sided

A3 – 30 per page

A3 – 40c per page, double sided

Laminating

A4 - \$1.00 per page

A3 - \$2.00 per page

Poster size - \$5.00 per metre

Fax

20c per page

Please see administration staff for assistance with these services.

Preparatory Year Pupils

A child, who will be five years of age on or before the 30th June, will be eligible to attend school. The Prep Year is the first year of school. The following link has a calculator so you can work out when your child is eligible to begin prep at our school.

<http://education.qld.gov.au/strategic/advice/earlychildhood/prep.html>

The Department requires evidence of the date of birth of the child being enrolled. Evidence may take one of three forms:

1. Birth Certificate or Extract
2. A Statutory Declaration
3. A Certificate from a Clergyman or Doctor

This evidence must be brought to the school on the day the child is enrolled. Please make a time at the start of Term 4 with the Principal to enrol your child in prep ready for the start of the school year.

Procedures for enrolment and transfer

One or both parents or guardians are requested to accompany a child to be enrolled at the school. If the child is attending this school for the first time, an application for student enrolment form, available from the office, is to be completed and signed, followed by an arranged enrolment meeting with the Principal. Enrolment forms contain personal information from the family pertaining to the child, medical information, enrolment agreement, media release consent and an internet agreement. A comprehensive enrolment package will be presented to all new enrolments.

Students transferring from another State School should have a transfer note. If you are planning on transferring your child to another State School, please notify the school a few days in advance and a transfer note will be provided for your child or children and faxed to the new school ahead of time. This gives the new school time to prepare for the arrival of the new students.

Prep and Year 1 enrolments are accepted at the end of the year prior to commencement, or on the first day of school. Proof of age is required to enrol all Prep and Year 1 students, and as such, documentation such as a birth certificate is required to be presented to the school.

Project Club

Project club is a student-run club that aims to achieve projects that may benefit the school, environment and/or the community. Money raised throughout the year by free-dress days and other student-led fundraising activities is then spent on the nominated projects.

Protocol for Complaints and Concerns

Parents who wish to discuss any issue of concern should first seek an appointment with their class teacher. Please try to plan any communication before or after school as discussions during class time may not be convenient and are often unsatisfactory in any case.

It is not the role of Regional Office to deal with school based grievances. Should a grievance be initially communicated to Regional Office or Central Office, it will automatically be passed back to the Principal to deal with.

Protocol therefore dictates that all complaints and/or concerns are best directed to the class teacher for resolution as the first step in the grievance process. If the result is unsatisfactory, parents may then request an appointment with the Principal.

Resources

- ◆ The school receives an Education Queensland grant allocation which is the major source of funding at Linville State School.
- ◆ The Parents and Citizens Association is supportive and provides some additional funds.

Responsible Behaviour Plan

Linville State School has established a Responsible Behaviour Plan for students. This plan has been ratified by the P & C and Regional Office. It is included in the enrolment pack and is available on the school website. The current RBP is being reviewed and will be replaced by an updated version in 2014. This will be sent home to each family when it is completed.

School Leaders

At the beginning of each year, students in year six or seven can nominate for the school captain, sports captain role or student leader roles. All students and current staff will vote and one student will be selected to perform each role for that year. School leaders meet periodically with the principal and have responsibilities in representing our school at various occasions throughout the school year.

All students in Year 6/7 have the opportunity to attend a Young Leaders Day at the beginning of the school year. This event is organised by an independent organisation and encourages young people to recognise their abilities and look for opportunities to set a good example in their community and be leaders.

Some changes may occur in 2014 due to the introduction of Junior Secondary at high schools in 2015, resulting in this being the last year at primary school for our year six and seven students. These changes will be publicised in our newsletter.

School Motto

“Our Best Always”

We actively encourage students in all of their endeavours to embody our school’s motto.

School Photos

Each year, a photographer takes a School photo in Term Four, which the parents can purchase. All students are required to wear their neatest, formal school uniform. As well as this service, the photographer offers the opportunity for your family to get a family portrait at a reasonable price.

This can include all the family or combination thereof. You may wish to bring along good casual clothes for the students to get changed into or they can wear their school uniform. These additional photos are only taken on request.

School Requisites

Students are given a book list to cover all the necessary requirements to enable them to participate in the school curriculum in Term Four each year. Text books may be purchased by the school for your student to use throughout the year.

School Facilities

Our learning environments

- ◆ The school is situated on 4ha of grounds.
- ◆ There is one main teaching building in which our two classes are taught.
- ◆ We have a library and resource centre; this contains teacher and student resources.
- ◆ Administration building, comprising the office, principal's office and meeting room.
- ◆ The school has an all-purpose sports area, for tennis, basketball and volleyball,
- ◆ Well-equipped playground with sand for safety.
- ◆ The school also has an extensive variety of sports equipment, a greenhouse, sports shed, grounds shed and a P & C shed.

School Transport

Rules for Travelling on Buses to and from School Excursions and Camps.

These rules are to be discussed and impressed on students by teachers and parents.

All school excursions

- ◆ All children are to wait inside the school gates, and not to board the bus until the bus is stationary, and advised to do so by the teacher.
- ◆ Children shall remain seated, quietly, in the bus.
- ◆ When the bus has completely stopped at the destination, the children shall leave the bus in an orderly manner, those nearest the door leaving first. The children shall move immediately into the school grounds.

Misbehaviour

- ◆ All cases of misbehaviour on buses are to be reported to the Principal.
- ◆ A copy of the CODE OF CONDUCT for School Bus Travel is available on request from the Principal.

School Uniform

The Linville State School Uniform includes a daily formal uniform. It is usually recognised that uniforms save parents money spent on household clothes and reflect a pride in our school. It has been great to see the way in which parents actively encourage their children to wear their uniform regularly at this school.

Uniform

- Maroon Polo shirt with logo printed on pocket
- Maroon shorts/skorts
- Maroon and blue checked dress.

Winter Uniform

- Maroon sweatshirt or jacket
- Maroon track suit pants

School Hat

Maroon broad-brimmed hat with school logo printed on front. Washable variety available from school.

Shoes

Students are to wear shoes (not thongs or sandals) for safety purposes due to the risk from spiders, sharp objects, prickles, rocks, sticks etc. These shoes need to be suitable for sporting purposes such as running, skipping etc. The best choices of shoes are good quality sports shoes.

Smoking

Education Queensland has a total ban on smoking in all education facilities. The ban aims to provide employees and students with a healthier work environment.

Teachers, supervisors of staff, other employees and volunteers must:

- ◆ Not smoke in the presence of students, be it on school grounds, excursions, camps or other school activities (e.g. it would be considered that no person would smoke within 10m of students or in any confined space or vehicle).
- ◆ Satisfy their workplace health and safety obligation under section 36 of the Workplace Health and Safety Act 1995.

Students and others at the school or departmental workplace must:

- ◆ Not smoke while on school grounds, excursions, camps or other school activities.
- ◆ Comply with instructions given for workplace health and safety (Workplace Health and Safety Act 1995).

Specialist Services

The school curriculum is supported by weekly visits from a Specialist (Indonesian) Teacher. These lessons are conducted on Mondays for students in Years 4-7.

In addition, the Support Teacher – Literacy and Numeracy visits weekly for half a day. A Special Education Provider (SEP) teacher visits students with special needs once a fortnight on Thursdays. This service is needs based and changes each year, dependent on enrolment of students with a disability.

Other support services including Guidance Officers, Advisory Visiting Teachers, Occupational Therapists and Speech Therapists/Pathologists, may be accessed or visit the school at different times throughout the year as the need arises.

Sport and Athletics

Health and Physical Education (HPE) lessons are programmed into the school timetable on a weekly basis.

Students are also required by the Smart Moves initiative to participate in 30 minutes of physical activity each day. Some examples of activities we endeavour to provide for the children include games, balancing exercises, gardening, aerobics, dance, skipping, relays, ball games and running.

When students compete in school sports they are grouped according to their year of birth. At times this leads to some confusion for students when they compete with students who are in a different class to them.

Our annual Cross Country event is held near the end of Term 1 or early in Term 2 and it is vital that training commences early in the term. We have a combined Cross Country Carnival with Harlin State School.

Near the end of Term 2 we have a shared Athletics Carnival with Harlin State School. We attend Harlin State School to participate in the field events and they join us at Linville State School to compete in the track events.

The annual Small Schools Athletics carnival is held early in Term 3 at Cooyar State School. This involves our students travelling to Cooyar State School to compete. Younger students compete in sprints, ball games and novelty events. Students who turn eight within the current year compete in track and field events, relays and ballgames. Students who meet qualifying standards from this event will be nominated to represent the small schools at the South Burnett District competition.

Students are able to qualify for the Southern Burnett District, Regional and State Athletic Carnivals.

Swimming lessons are conducted during Terms 1 and 4 at Kilcoy Swimming pool. A bus is hired to transport children to and from the pool. All children are required to pay the pool entry fee and a permission note to attend is required before-hand.

Parents whose children are not participating must notify the school in writing and medical certificates should be obtained if children are to be excluded from swimming lessons.

Lessons are conducted by qualified pool staff as well as the class teacher supported by a teacher aide. All staff have the appropriate First Aid qualifications.

Students are required to bring:

- ◆ Swimmers, towel and sun-shirt (not a t-shirt) in a suitable bag on swimming days.
- ◆ Goggles and bathing caps are also required.

All items are to be clearly marked with student's name.

Please be reminded that changes to Education Queensland's Sun Safety Strategy in 2008 make it compulsory for primary school children in state schools to wear sun-shirts during all school water-based activities.

At Linville School we provide sunscreen for our students and students are to wear Sun-shirts during swimming lessons, we will enforce the NO SWIM SHIRT – NO SWIM rule.

If your child has an allergy to different sunscreens, then we suggest you send along a sunscreen that your child is able to use.

Sun Smart Policy

Our school is a proud member of the Sun Smart School Program. The basic components of our Sun Smart policy include:

- ◆ No hat, no play (must be wide brimmed or legionnaires – caps not permitted)
- ◆ Sunscreen usage
- ◆ Collared, elbow length, sleeved shirts
- ◆ Encouraged use of sunglasses
- ◆ Embedded Sun Smart Curriculum
- ◆ Sun Shirts required for swimming lessons

Technology Program

The school currently has a number of computers and tablets for curriculum use. A special version of the Internet is provided for children that filters out inappropriate sites. The children use the computers as a tool for learning in areas such word processing, research or subject consolidation. Technology is also integrated into the curriculum and used as a tool for teaching of the Key Learning Areas.

Tennis Court

The school has a plexipave court, which can be used by the children before or after school or during break times. The families of children attending the school are most welcome to use the court after school or on weekends. Community members are also welcome to use the court after school or on weekends but must seek prior permission from the Principal to do so. At various times throughout the year a private tennis coach offers lessons after school. Dates and registration will be advised through the school newsletter.

Transition Year 6/7 – 7/8

In close consultation with Toogoolawah State High School and other small schools in our area, we are involved in an intensive transition program for students completing primary and heading to secondary school. Transition activities occur for the Year 6/7 students during Term 4 and consist of social, organisational and academic activities. This gives them the opportunity to meet other students who may be going on to Toogoolawah State High School in 2015.

2014 is a significant year for Queensland primary schools as it sees Year 7 leave primary schools and become the first year of high school in 2015. A number of strategies and plans have been put in place and will be publicised throughout 2014 to support these students as they transition to high school.

Use of School Premises and Facilities

Our facilities are able to be used by various groups and community members throughout the year. If you wish to use our facilities please contact the Principal to arrange access. The following guidelines and conditions must be followed when Linville State School facilities are used by community members or groups

General conditions of use:

1. (a) The use of the Linville State School facilities by community members/groups is subject to the approval of the Principal.
(b) All children must be under direct parental supervision (or) children's parents must approach the Principal directly to gain permission for their child/children to use school facilities.
2. The primary purpose for the school's existence is for the formal education of children. However, school's facilities are available for community use at times other than when they are being used for this purpose.
3. Consideration will be given to the use of these facilities provided that the following conditions are agreed upon.
 - (a) Applications are received sufficiently in advance by the Principal.
 - (b) Use of grounds or premises will not be injurious to land, buildings or furniture
 - (c) Intoxicating liquor shall not be permitted on the premises (without appropriate permission).
 - (d) Repairs of all damages are the responsibility of the person making application for use of the school facilities: these repairs to be performed to the satisfaction of the Principal.
 - (e) No furniture or apparatus shall be removed from its location without the consent of the Principal.
 - (f) The organisation/individual using the premises and facilities shall accept full responsibility for any injury to a person using same.

Sports Grounds

- (g) Permission to use school facilities shall cover the period agreed upon with the Principal.
- (h) Any attention to the grounds or toilet block beyond that normally required for the school shall be the responsibility of the group using the school facility.
- (i) The club/group will use its own equipment unless otherwise approved by the Principal.
- (j) There shall be no entrance charge to the grounds.
- (k) Motor vehicles shall not be permitted in areas not approved by the Principal.
- (l) All applications for the use of the school premises for religious instructions shall be made to the Director General of Education through the Principal who shall forward with the application, the recommendation of the Parents and Citizens Association

Valuables at School

Children are discouraged from bringing to school any family or personal items of value. This includes non-essential jewellery, expensive toys/models and electronic games and equipment. The school is not responsible for the loss or damage to any valuables that are brought to school by students.

Working with Children Check

Since May 2002, the Commission for Children and Young People Act 2000 (Qld) requires all volunteers working in specific child related employment to undergo a criminal history check. This is an important initiative of the Commission called the “Working with Children Check”. Full particulars, information sheets and application forms are available from the school office. This does not apply to parents who have children attending the school, but it does apply to other family members. The school is happy to endorse applications by these family members who wish to support the school by volunteering their time.

Workplace Health and Safety

Workplace Health and Safety practices are an essential part of school practice. Discussions are regularly held during staff meetings and when necessary at P & C meetings.

Listed below are but a few of the components of the program:

- ◆ Fire drill and Lock Down Procedures – conducted once a term and treated with utmost seriousness.
- ◆ Asbestos Awareness Training for staff and the P & C is completed annually.
- ◆ Safety inspection – Each term, Workplace Health and Safety delegates carry out a thorough safety inspection of the school grounds and equipment.
- ◆ Electrical Safety Check – an electrician comes to do a complete annual electrical test and tag of our equipment. Microwaves are also tested annually for leakage and safety.
- ◆ Fire extinguishers and fire blankets – a regular inspection and test is conducted regularly by trained personnel.
- ◆ Emergency exits are inspected twice yearly by trained personnel.