

A MESSAGE FROM THE PRINCIPAL

A special welcome to you on behalf of the Oxley State School community.

As Principal, I feel very privileged that you have chosen to enrol your child at Oxley State School.

Our mission is to provide an education program that ensures every child is improving his/her performance every day. This mission is based on our unwavering belief that every one of our students has the ability to learn, given the right teaching at the right time. Our school's motto of 'Success Through Effort' emphasises this belief.

Our school shares with you the responsibility of educating your children. Your involvement and participation in Oxley State School is welcomed, encouraged and highly valued.

This handbook provides some key information regarding policies and procedures that are designed to enhance the learning that occurs in the classroom every hour of every day. From time to time it may be necessary to add to, change or delete some of these items. The newsletter will inform parents of any changes that are deemed necessary.

Should you have a query or concern at any time, please do not hesitate to contact the school.

SCHOOL DIRECTORY

POSTAL ADDRESS: Bannerman Street
 OXLEY QLD 4075

WEB ADDRESS: www.oxleyss.eq.edu.au

EMAIL: admin@oxleyss.eq.edu.au

TELEPHONES: Administration 3716 2444
 Fax 3716 2400

PRINCIPAL Mr Dan Nielsen

DEPUTY PRINCIPAL Mr David Collins

BUSINESS MANAGER Ms Lisa Martin

ADMINISTRATION
OFFICERS Mrs Natalie Hunter
 Mrs Donna Hampson

OFFICE HOURS 8:00am to 3.30pm

TABLE OF CONTENTS

Day to day organisation	3
Admission to school	3
Attendance at school	4
School hours	5
Arrival at school	5
Assembly	5
Attendance	5
Student Code of Behaviour	5
Book Club	5-6
Book Lists	6
Bus Travel	6
Change of personal details	6
Dental care	6
Emergency contacts	6
Excursions and camps	6
Hats	6
Homework	7
Instrumental music	7
Late arrival	7
Lost property	7
Medication	7-8
Newsletters	8
Outside School Hours Care	8
Parents and Citizens Association	8
Parent Teacher partnerships	8
Refund Policy	8-9
Resource Centre {Library}	9
Specialist support	10
Sport	10-11
Technology	11
Tuckshop	11
Uniform	11-12
Voluntary Workers	12
Exclusion Table for Infectious Diseases	13
The Oxley School Song	14

DAY TO DAY ORGANISATION

ADMISSION TO SCHOOL

Children must be five by 30 June in the year they enrol in Prep.

Birth date:	2018	2019	2020	2021	2022	2023	2024
Child born 1 July 2008 to 30 June 2009	Year 4	Year 5	Year 6				
Child born 1 July 2009 to 30 June 2010	Year 3	Year 4	Year 5	Year 6			
Child born 1 July 2010 to 30 June 2011	Year 2	Year 3	Year 4	Year 5	Year 6		
Child born 1 July 2011 to 30 June 2012	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	
Child born 1 July 2012 to 30 June 2013	Prep	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
Child born 1 July 2013 to 30 June 2014		Prep	Year 1	Year 2	Year 3	Year 4	Year 5
Child born 1 July 2014 to 30 June 2015			Prep	Year 1	Year 2	Year 3	Year 4
Child born 1 July 2015 to 30 June 2016				Prep	Year 1	Year 2	Year 3
Child born 1 July 2016 to 30 June 2017					Prep	Year 1	Year 2
Child born 1 July 2017 to 30 June 2018						Prep	Year 1
Child born 1 July 2018 to 30 June 2019							Prep

Proof of a child's date of birth is required.

Proof of residence - Students within catchment

Any student, whose principal place of residence is within the school's catchment area/s, is (subject to the *Education (General Provisions) Act 2006*) eligible for enrolment at the school. The school Principal will hold places for students who relocate to within the catchment area throughout the school year.

Parents or legal guardians who wish to enrol their child at the school will need to demonstrate that the student's principle place of residence is within the catchment area. Current proof of residency at the address indicated can be provided by way of one of each of the following:

- One primary source - a current lease agreement, or driver's licence, or unconditional sale agreement
- One secondary source - a utility bill (e.g. electricity, gas), or rates notice showing this same address and parent's/legal guardian's name.

Other students outside the catchment area deemed to be eligible for enrolment

The following groups of students will be deemed as eligible for enrolment, even though they may reside outside the school catchment area:

- Children and young people who are subject to child protection orders that grant guardianship or custody to the Chief Executive Officer of the Department of Communities, Child Safety and Disability Services (Child Safety Services).
- Siblings of current students at the school (excluding siblings of Program of Excellence students). Where a school has both a primary and secondary campus, siblings are only eligible to enrol in the same campus as the currently enrolled student.
- Students whose parent or legal guardian is employed by the school.
- Students who live outside the catchment area and are verified with a disability can enrol in the school to attend the specialised disability program if it is the closest program to their home and meets their individualised needs.
- Students who have been excluded from a school other than this school, dependent upon the conditions related to the exclusion, as determined by the Regional Director.

Out of catchment enrolments

Enrolment of students from outside the local catchment area will be managed to ensure that the total current and forecast enrolments do not exceed the school's current capacity and, where applicable, will ensure there is an even spread of students across year levels or class groupings.

Students from outside the school's catchment area applying for enrolment at that school are placed on a waiting list in order of receipt of application.

Subject to the capacity conditions of the school, enrolment applications from outside of the catchment area will be assessed in order of receipt.

ATTENDANCE AT SCHOOL

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 school day.

Examples of a reasonable excuse as defined by the Education Act include:

- ❑ Sickness
- ❑ Temporary or permanent infirmity
- ❑ Unavoidable cause
- ❑ Fear of infection from disease

In the case of absence from school we request that advice from a parent/guardian, be supplied to the class teacher or the office as early as possible on the day of the absence. Absence notifications may also be left on the student absence line – 3716 2444, ***option 1. Parents are notified of an unexplained absence daily, via SMS. This is a mandatory requirement by the Education Department.***

Late arrivals and early departures are disruptive to classrooms, therefore punctuality is required.

SCHOOL HOURS

8:30am	Supervised play
8:50am	Bell sounds. Prepare for class
8:55am	School commences
10:55am	Commence Play Bell
11:10am	Eating Bell
11:20am	Bell sounds. Prepare for class
11:25am	Commence Learning Bell
1:25pm	Commence Second break Play Bell
1:55pm	Eating Bell
2:05pm	Bell sounds. Prepare for class
2:10pm	Commence Learning Bell
3:00pm	Children dismissed

Arrival at school	It is advisable for children to arrive at school no earlier than 8:30am, as there is limited supervision before school. All children are expected to be in attendance by 8:45am. Students should be collected promptly at 3:00pm.
Assembly	An assembly is held every alternate Monday in the Multi-Purpose hall, at 2:00pm. Parents are welcome to attend these assemblies. A whole school assembly is held fortnightly.
Attendance	Please read the Attendance at School statement (p3). <i>If, for any reason, your child needs to leave the school during the day, please send a note or email to the class teacher, including all relevant details. Children must be signed out at the office before departure.</i>
Student Code of Behaviour	At Oxley State School, we have a structured Student Code of Behaviour Plan that allows the student to make choices about their behaviour. Appropriate behaviours are rewarded whilst inappropriate behaviours have consequences which the students must face. Copies of our plan are available on the school's website: www.oxleyss.eq.edu.au
Book Club	This school participates in the Scholastic Club. Throughout the year children are given pamphlets with the current titles included. Parents return the order forms with the required money and books are delivered to the school. Book clubs provide a convenient way to build up a home library and encourage reading.
Book Lists	A list of requirements for each year level is provided prior to the close of the school year. The stationary company will prepare packages of these books and deliver them to your home. This is

offered as service to parents. Parents may purchase book list items from alternative suppliers if they wish.

Bus Travel

A staff member is rostered to supervise children at the Oxley Road bus stop from 3:00pm until the school buses arrive. Parents are advised to educate children in safety, manners and behaviour associated with bus travel.

Change of Student personal details

It is absolutely essential that address, phone numbers, emergency contacts, custody and medical information is kept current.
An up to date school record of contact telephone numbers is most vital at the time of an emergency. Please check with the office to ensure your details are current.

Dental Care

Children may receive free treatment at the Dental Therapy Unit at various locations. Please phone 1300 300 850 for further information.

Emergency Contacts

Accidents and emergencies may occur. In the case of minor accidents we contact parents and await further instructions. If the accident is serious, an ambulance will be called immediately and the parents are advised accordingly. In either case it is imperative that an up to date record of parent telephone numbers are available at the school's office.

Excursions and Camps

Class excursions are undertaken from time to time. These activities enhance the learning experiences in the classrooms. Written information is provided to parents and permission forms must be returned to school.
Children of upper grade levels participate in a camping program, designed to further develop students both academically and socially.

Hats

It is essential that all children own and wear an appropriate wide brimmed or school bucket hat. Children not wearing hats are directed to the covered play areas.

Homework

At Oxley State school, homework is set each week by the classroom teachers. We have limited the tasks provided to the following:

ALL YEAR LEVELS	<u>TIME ALLOCATED – Per day</u>
Home Reading	
Sight Words (until 300 are	Prep to Year 3 -10-15mins

known)		
Literacy Planet	Year 4 & 5	- 20-30mins
Mathletics (2 set tasks & facts practice)	Year 6	- 30-40mins
Supplementary tasks to compliment classroom learning may be set from time to time.		

Instrumental Music

Classes are conducted by a specialist Instrumental Music Teacher and are open to students from Year 4.
 All students undertaking a course of instrumental study, undergo an initial test in order to ascertain suitability and interest. Students starting in the instrumental program and who require a school instrument will be provided with such, for the first year. A levy is charged to cover the upkeep of their instruments. Please also refer to the Instrumental Music handbook.

Late Arrival

The school day commences at 8.55am and all students need to be in attendance from this time to maximise learning. A student arriving after 8:55am must report to the Office to collect a late slip before proceeding to class. A pattern of late arrivals will result in parent contact.

Lost Property

A large amount of lost property tends to collect throughout the four terms. Parents are asked to check regularly for any item belonging to your child. The lost property box is located outside the Uniform Shop under B block. Articles not claimed are donated to charity at the end of semester.
Please ensure all your child's possessions are marked with the child's name and class.

Medication

Over the counter medication **cannot** be administered to students by the school staff.
 For the administering of prescribed medication, both long and short term, complete the necessary permission and dosage form (available at the first aid room) and deliver it to the first aid room along with **written instructions** from the **medical practitioner**, or ensure that the medication displays the pharmacists label with dosage instructions.
 All medication is administered to children from the first aid room unless other specific arrangements are made. Staff administering medication to students keep records of all dosages given and times administered, as required by Education Queensland.

Newsletters

An electronic newsletter is e-mailed on a Thursday every fortnight. All current information is communicated in this manner.

Please contact the Office to be included in the newsletter e-mail list. A few hard copies are available in the foyer of the office.

**Outside
School
hours Care**

Inala PCYC provide before and after school and vacation care here at school. Hours are 6:30am-9.00am and 3.00-6.00pm. Please contact Inala PCYC on 3372 2222 or 3278 1488 for more information.

**Parents and
Citizens
Association**

The Parents and Citizens Association meets on the **third** Tuesday of the month, in the Resource Centre. All parents are encouraged to attend. The *Swimming Club* is a sub- committee of the P & C, which meet regularly to further support our students.

**Parent/Teacher
Partnerships**

Early in the year there is a Parent Teacher meeting, where you have the chance to meet your child's teacher and learn more about the education at Oxley State School.

We encourage contact to be maintained throughout the year, for the continued benefit of your child.

Teachers and parents are encouraged to arrange interviews, should the need arise. Parents can help teachers gain a better understanding of their children. Parents in turn, can learn more about their child's progress. The whole purpose of an interview is to form a cooperative productive relationship that works for the benefit of the child. Should problems arise at school, please contact your child's teacher or the Principal.

Refund Policy

School Refund Policy: School fees for activities, excursions and camps are calculated on a cost recovery only basis, according to the number of students who have indicated their attendance. Participation of students in an excursion or camp is indicated through payment of the excursion or camp fee and provision of a permission form completed by the parent/caregiver.

As the school budget cannot meet any shortfalls in funding for an activity, excursion or camp due to the subsequent non-participation of a student who had previously indicated attendance of the activity, fees already paid for an excursion or school camp **may be refunded in full or in part or not at all**, having regard to the associated expenses incurred and the circumstances of the non-participation. If payment in advance is made by the school to the venue, no refund will be available. Transport costs may also be deducted from refunds due to our costing schedule.

Refunds are not granted automatically if students do not attend an activity. Written requests must be submitted on this form. Refunds won't be paid immediately but will be paid after reconciliation of the activity. **Refunds under \$25 will be processed as credit against the student's account and used to offset any future charges.**

If there is any outstanding debt for this student or his/her siblings, the school reserves the right to apply any approved refunds

**Resource Centre
{Library}**

Our **Library Resource Centre** provides information services and facilities to the whole school. Classes visit on regular basis to participate in activities which support classroom learning.

Borrowing:

Students are encouraged to borrow and return items for recreational reading as often as possible.

As well during as their class visits, students may borrow

- between 8:30 & 8:50 am ; or
- 2nd Break playtime, or
- at 3:00pm

each day from Monday – Thursday.

Students in Prep – Yr 3 must have a **Library Bag** to take their items to and from school. Older students *may* borrow without one, but are encouraged to use one as it keeps our resources in good condition.

Parents are strongly encouraged to give their support by reminding their children about borrowing and returning, and by showing interest in the items their children choose to bring home. Parents are very welcome to visit with their children (at the above times) to help them choose.

Shared reading at home is a wonderful strategy to help your child learn to love reading and therefore improve in this vitally important area of learning. It cannot be encouraged strongly enough.

Specialist Support

Advisory Visiting Teachers support our students who have specific special needs. They provide assistance and advice for class teachers.

A Guidance Officer is in attendance at Oxley three days per

fortnight for counselling and specialised testing of students.

An EAL/D teacher visits the school to provide support for those children whose main language at home is not English.

Languages is part of the curriculum and Chinese is the language being taught at Oxley, for students in Years 5/6. A specialist teacher works at the school for two days per week.

Special Needs Support

Teachers are onsite five days each week to work specifically with students with diagnosed disabilities. These teachers plan with classroom teachers and may also directly support students in class.

Gifted Education Mentor (GEM)

The GEM assist teachers to cater for the specific learning needs of identified students and the development of individual learning programmes. Please see your child's class teacher in the first instance, to discuss extension opportunities.

Music Specialist Teacher conducts a comprehensive music program for all students. This program is in addition to the *instrumental music program*.

Weekly **Physical Education** lessons are conducted by the PE specialist teacher. In terms one and four these lessons are *swimming* lessons. A *Perceptual Motor* program is also conducted for students in the early years.

Students have access to a **Speech Language Pathologist** and parents and/or teachers can make recommendation for assessment. Limited places are available. Please speak to the Deputy Principal in the first instance.

A **Support Teacher – Literacy and Numeracy** is employed for 4 days a week at Oxley School to assist classroom teachers to meet the learning needs of prioritised children.

Sport

The school is committed to providing opportunities for students to participate in a variety of sporting activities. Opportunities to trial for district teams are published and teachers provide training within their areas of expertise. Upon admission to the school, children are allocated to a sports house:

- ❑ Acacia – yellow
- ❑ Banksia – red
- ❑ Coolibah – green.

All members of the one family are allocated to the same house.

Technology	The school has computers with internet capability in all classrooms and in the library. Each year substantial funds are allocated to updating and maintaining equipment and servicing the network. These are used as a tool for curriculum delivery and also to ensure skill development. Interactive whiteboards are used to enhance learning in all classrooms and in the Resource Centre.
Tuckshop	Tuckshop operates 3 days a week (Wednesday to Friday) as a service to the children who attend our school. Volunteer helpers are the backbone of the tuckshop. Your help is most appreciated. Meals for first and second break are ordered before school by 8:55am or via Flexischools. Students who have ordered food will have it delivered to their classroom via a Tuckshop Monitor.
Uniform	<p>The school uniform is accepted as normal attire for students attending Oxley State School.</p> <p>We ask parents to support this policy by providing full school uniform for their children. Royal blue polo – boys & girls, royal blue shorts or culottes (girls) OR blue checked shirt or dress, fully enclosed black leather or black track shoes, white/blue/red socks, royal blue hat (wide brimmed/legionnaires cap). Students are enrolled at this school on the understanding that the uniform will be worn at all times. Recognised advantages are:</p> <ul style="list-style-type: none"> ❑ School spirit and sense of identity can be engendered ❑ Students are not discriminated against with respect to the quality or fashion of their clothes ❑ Uniforms are generally hard wearing and practical in design ❑ Uniforms can last throughout a school year, thereby offsetting initial outlay. <p>The uniform can be bought from School Locker located at 2118 Ipswich Road Oxley.</p> <p><i>Winter uniform</i></p> <p>Royal blue sweat shirt and track pants are the additional winter uniform items. Jumpers should be royal blue and free of advertising or decoration/slogan. Leggings may be royal blue or black</p> <p><u>Ear Rings:</u> Students are permitted to wear one set of plain studs or sleepers. Large or dangling ear rings may constitute a workplace health and safety hazard and on these grounds, are not to be worn to school.</p> <p><u>Necklaces:</u> These may be worn only if they are deemed to have a religious faith or culturally related significance. Necklaces will be worn under the Uniform.</p> <p><u>Bracelets/rings:</u> Bracelets and rings are not permitted due to the dangers of snagging/scratching during physical activity.</p> <p><u>Hair ties:</u> Hair ties may be blue or red (or colour similar to the</p>

hair colour) and must be functional rather than decorative.
Medical Bracelets or medical necklaces are permitted.
Students may be asked to remove any jewellery item which may pose a hazard when participating in specific activities.

Students are not permitted to wear make-up or fingernail polish at school. Hair must be of a natural colour, clean, neat, tidy and well maintained. For health and safety reasons, hair that is longer than collar length must be tied back. A hat must be worn during outside activities. Hair accessories should be red and/or blue in colour and serve a practical rather than decorative function. Temporary tattoos or decorative body ornamentation are not permitted.

Voluntary Workers

Parents who would like to work with children as voluntary teacher-aides are most welcome. Arrangements are made with the class teacher, so that visits can be made on a regular basis. Your help in this regard will be most appreciated, particularly in junior year levels. Persons who are not the parent/Carer of a child at the school must have a valid Blue Card.

To ensure there is no doubt about whether or not voluntary workers are in attendance in the school at any particular time, it is essential that we keep a record of attendance. Please call into the office to sign in and sign out. Your co-operation in adopting this procedure will ensure your children will feel safe and secure in the school environment.

We are always impressed by the large number of parents who volunteer and thank you for your continuing work with our school.

Exclusion Table of Infectious Diseases

The following is approved by Education Queensland. Teachers suffering from infectious diseases will follow the same exclusion period as children.

Chicken Pox	May return to school six days after the appearance of the rash unless heavily scabbed.
Diphtheria	Re-admit after receipt of a medical certificate of recovery from infection following at least two negative nose and throat swabs, the first not less than twenty-four hours after cessation of anti-microbial therapy and the other forty-eight hours later.
Glandular Fever	Symptoms will preclude attendance in acute phase. Pupil should return on doctor's advice.
Hand, foot and mouth disease	Exclude until all blisters have dried.
Hepatitis A	(Infectious Hepatitis) Re-admit on receipt of a medical certificate of recovery, or on subsidence of symptoms, but not before seven days after onset of jaundice.
Hepatitis B	Re-admit on production of medical certificate.
Measles	Exclude for at least seven days from the appearance of the rash or until a medical certificate of recovery is produced.
Mumps	Exclude until fully recovered.
Ringworm, tinea, scabies	Exclude until the day after appropriate treatment has commenced.
Rubella (German Measles)	Exclude until fully recovered.
School sores (Impetigo)	Exclude until student has received appropriate antibiotics for at least 24 hours. Sores are not contagious if covered, or after the child has taken antibiotics for 24 hours. Weeping or crusted sores on exposed areas should always be covered with a watertight dressing until at least 24 hours post antibiotics commenced and for as long as practical.
Whooping Cough	Exclude until 5 days after starting appropriate antibiotics or for 21 days from onset of cough AND confirmed that they are not infectious. <i>Contact your Public Health Unit for specialist advice.</i>

THE OXLEY SCHOOL SONG

At Oxley School the years come and go
Through happy and sad times still we grow
Where the people are helpful and friendly to know
May always our song be sung.

We keep on trying to do our best
To come out on top when we face the test
Success through effort is our rule
We belong to Oxley School, we belong to Oxley School.

Words and music by David MacGregor

With assistance from Val Hammond and the Year 7H students

December 1978