ORMISTON STATE SCHOOL

An Education Queensland
Independent Public School

Prospectus
Years Prep-6

Ormiston State School
An Education Queensland Independent Public School
Teamwork | Ownership | Participation |Sensitivity

Address: 82-110 Gordon Street Ormiston QLD 4160 | Phone: 07 3824 9111 | Fax: 07 38249100
Web: www.ormistonss.eq.edu.au

PRINCIPAL'S WELCOME

Welcome to Ormiston State School. This prospectus provides some details around the curriculum, policies, activities and procedures at our school.

Ormiston State School was established in 1872 and is situated in Redland City, in close proximity to Moreton Bay and approximately 30 kilometres from the Brisbane CBD. Over the years, Ormiston State School has grown from being a small, country school serving the rural Ormiston District, to the present day where it caters for students from Prep to year 6 in an ever increasing urban area.

The school motto, "Learn as We Grow," encourages each member of our school community to be active learners who continue to learn through the years of growth at our school. This motto is promoted daily in our classrooms through the delivery of quality teaching, by motivating students to become active and responsible partners in their own learning and by ensuring that teaching and learning activities are challenging, cumulative, purposeful and fun.

Ormiston State School has a clear focus on ensuring ALL students are provided with the opportunity to learn, succeed and improve, particularly in the foundation learning areas of English and Mathematics. Our explicit improvement agenda targets and strengthens skills, knowledge and ability in Reading, Spelling and Number.

Ormiston State School is a "Positive Behaviour for Learning" school as we recognize the need for a safe, supportive, disciplined and engaging learning environment. Our school uses the "TOPS" framework:

- **T**eamwork – Work as a member of a team.
- **O**wnership – Own your behavior and learning.
- **P**articipation – Participate to the best of your ability.
- **S**ensitivity – Be sensitive to the needs of others.

These qualities are recognized daily at our school and explicit lessons are provided to support students and our community. **TOPS** also stands for "**T**he **O**rmiston **P**rimary **S**chool."

Ormiston State School continues to strive to ensure learning is meaningful and extension and enrichment opportunities are provided to challenge and support all our students. Our aim is clear and simple – to provide quality education and to ensure every student is given the opportunity to be and do the best they can. We pursue the best educational outcome for every student and work together to ensure that each can achieve their full potential – as independent, knowledgeable and skilled people who are socially responsible and positively motivated.

If you would like to discuss any aspect of Ormiston State School please feel free to contact me via principal@ormistonss.eq.edu.au or 3824 9111

Neil Randall

Principal

Address:	82-110 Gordon Street Ormiston Q 4160
Phone:	(07) 3824 9111
Facsimile:	(07) 3824 9100
Office Hours:	8:30am – 3:30pm
Email:	admin@ormistonss.eq.edu.au
Website:	www.ormistonss.qld.edu.au
Principal:	Neil Randall
Deputy Principal:	Jackie Wilkins
Head of Curriculum:	Andrea French
Business Services Manager:	Desley McGrath
Administration Officers:	Janelle Stroud Cheryl Eggleton Gillian McCartney

DAILY PROGRAM

8.50am	Warning bell to go to class
8.55am	Learning Time starts
11.00am	Eating time
11.15am	Play time
11.40am	Warning bell to go to class
11.45am	Learning Time starts
1.15pm	Eating time
1.25pm	Play time
1.40pm	Warning bell to go to class
1.45pm	Learning Time starts
3.00pm	Release students

ABSENCES

Each child is required by law to attend school unless they are absent through illness or other satisfactory explanation. It is essential that all student absences are explained as soon as possible to ensure the whereabouts and safety of all students. Explanations should be communicated to the school by

- email to: Class Teacher or admin@ormistonss.eq.edu.
- Absence Phone Number: 3824 9166
- Note to advise Class Teacher or office

Late Arrivals & Early Departures

Students arriving after 9:10am must report to the office with their parent/carer and request a late slip which is handed to the teacher. Similarly, parents/carers must sign their children out at the office if they wish them to leave the school grounds before 3:00pm. Parents must notify the office if another adult will be collecting their child and that person is required to present identification.

Leaving the School Grounds

Children are not to leave the school grounds during school hours without permission from an Administrator. If parents/carers require their child to leave the grounds for any reason, a requesting letter stating the reason is to be handed in at the office.

AFTER SCHOOL PROCEDURES

If parents/carers arrive at school before 3:00pm they are asked to wait in the covered area next to the tuckshop until the bell. This is necessary in order to minimise disruptions to the teaching and learning.

APPLICATIONS FOR ENROLMENT

Ormiston State School welcomes applications for enrolment for students from Prep – Year 6. Ormiston State School has an Enrolment Management Plan that guarantees enrolment for students who reside within our school's catchment area. Details of our Enrolment Management Plan, including the enrolment process for both in catchment and out of catchment applications, can be found on our school website.

Prep enrolments for the following year are accepted from Day 1 of Term 2, in the year prior. An Open Day is also held in Term 3 and enrolment interviews in Term 4. Any queries can be made by phoning the school office.

BANKING

The Parents & Citizens Association (P&C) offers a free weekly banking service for all students. The service operates through the Commonwealth Bank and student accounts attract no fees or charges. Passbooks and money are collected in the classroom and sent to the P&C room. For each deposit made the school receives a small commission. This service is provided Wednesday mornings during school time. Applications are available from the office.

BEFORE SCHOOL PROCEDURES

No supervision is provided to students before 8:30am. For parents who require their children to be at school earlier, the before school care facility is available.

Upon arrival at school, students should take their bags to the bag racks, and move to the covered area with items needed to commence their 8.30 activities. At 8:30am students choose 1 of 3 clubs to attend:

- Sitters' and Talkers' club – Covered Area
- Walkers' Club – Main Oval
- Readers' Club – Library

Parents who chose to wait with their children until the 8:50am bell should accompany their child to the selected club. Students who participate in Walkers' club and Readers' club can earn certificates for the number of kilometers walked or books read.

BEHAVIOUR MANAGEMENT

Our school operates according to the Positive Behaviour for Learning (PBL) program. Recognition of positive student behaviour is highly valued and encouraged. 'Gotcha' awards

are given to students who are seen following the school rules to reinforce positive choices. Each class will display a Positive Recognition Flowchart outlining our procedures and criteria for awards.

In addition, teachers devise their own classroom management plan to align with the School's Responsible Behaviour Plan for Students. We encourage regular, open communication between teachers and parents regarding student progress in all areas, including behaviour. For more details on our school's behaviour policies, please refer to the Responsible Behaviour Plan.

BOOKLISTS
At the end of each year booklists for the following year are compiled by the teachers. Parents may source and purchase their own materials as per the booklist, or there is an option of purchasing bookpacks through a local Newsagency. This service is organised through the P&C Association and information is sent to all parents in Term 4.

CHAPLAIN
The Chaplaincy service exists to provide pastoral care, spiritual and emotional support for the school community. The Chaplain works at the school two days a week alongside the Local Chaplaincy Committee, which is made up of school staff and local community members.

The Chaplain may work with individual students in a one-on-one or small group setting, at the request of a student, parent or staff member. Parental approval must be in place for this to occur. Appropriate times to meet with students will be arranged between the Chaplain and class teacher. The Chaplain may also run non-religious, in-class sessions on relevant topics upon teacher request or as part of the chaplaincy program.

CHOIR PROGRAM
The school has a strong choir program to cater for students from Years 3-6. Junior Choir is attended by students in Years 3 & 4 on a voluntary basis. No auditions are necessary. Senior Choir participation is by audition for students from Years 5 & 6. Rehearsals are held before school from 8:00 to 8:30 am or during school breaks. The choir usually performs at 2 functions per year.

COMMUNICATION
Communication between home and school is vital. Our school communicates in various ways including: emailed school newsletters, website, Facebook, SMS, parent noticeboards, class letters and face to face interviews. In Prep, Parent Pockets are located outside each classroom and all notices will be placed in these pockets for collection.

Events in family life such as illness, new babies and visitors can affect your child's behaviour at home and at school. It is very important for parents and teachers to work together to ensure steady development of your child's education. We have an 'open door' policy and encourage parents to regularly meet with teachers to discuss your child's progress.

CURRICULUM
Students at Ormiston State School study the following Learning Areas:

- English
- Science
- Health & Physical Education
- Mathematics
- History
- Geography
- Technology
- Civics and Citizenship
- Economics and Business
- The Arts
- Language other than English
- French Prep- 6
- Mandarin Year 4-6 Extension program

Physical education, music & LOTE are taught by specialist teachers.

All teachers meet regularly with our Head of Curriculum to engage in curriculum discussions about planning and programming, assessment, moderating across year levels and other school priorities

A program of non-denominational Religious Education is also offered for children in Years 1-6 by a visiting teacher. Students withdrawn by their parents from RE lessons are supervised by the class teacher in a separate part of the classroom.

PREP OPERATIONAL POLICIES
The Early Years Curriculum Guidelines are designed for a five day a week program. Students are expected to attend five days per week and for the full length of the school day.

PREP CURRICULUM
The Prep program at Ormiston State School is a balanced program based on investigative learning that allows each child to reach their fullest potential. The program engages students with hands-on experiences and concrete materials. This will support the Australian Curriculum focus areas on English, Maths, Science, History and Geography with an overarching framework embedding the Five Contexts of Learning. The curriculum will provide the following:

- A central focus will be on 'Routines and Transitions'. This is important start to Prep as it allows the children to learn expectations, follow directions, group participation and to be an independent learner within the school context.
- Gross-Motor experiences focusing on a daily obstacle course and improvement of physical development skills.
- Fine-Motor experiences will focus on manipulative experiences daily, including pencil grip and cutting skills.
- Social/Personal Learning. Within our TOPS program we will explicitly teach our expectations of our school rules. This will support personal learning and social and independent learning. This will be done through outdoor and indoor dramatic play experiences including the home corner/shop/zoo etc.

We expect parents of our Prep students will take an active participation in their child's learning through assisting homework, encouraging opportunities to develop literacy and numeracy and staying in regular contact with class teachers.

DENTAL SERVICES
Arrangements for a dental visit can be made by contacting Dental Services
Phone number: 1300 300 850

FEES
Voluntary Contribution
Families are asked to pay an annual voluntary contribution for all children from Prep to Year 6. The cost is $30 for one child, decreasing by $5 per child for every additional child (i.e. $25 for the second child, $20 for the third, etc.). These funds are targeted to support the purchase and renewal of Information and Communication Technologies in the school.

Annual Family Contribution Scheme and Fundraising
The P&C Association asks parents to pay an Annual Family Contribution to support school resourcing and to help limit the amount of fundraising required throughout the year. The P&C requests $60 per child or $100 per family of two or more children per year. For families arriving part way through the year, there is a pro-rata amount of $15 per term for one child or $25 per term for two or more children.

Instrumental Levy
Children involved in the Instrumental Program are requested to pay a compulsory instrumental levy of $45 per year. This only applies to students in Years 4-6. In addition, instrument hire (dependent on instrument availability) incurs an additional $75 annual fee.

Other Costs Incurred
During the year curriculum activities and events will arise which incur additional costs. These include swimming, sport, camps and excursions. Letters with full details will be forwarded to

parents outlining all of the relevant information. It is expected that students will participate in all curriculum related activities. Parents who need to discuss payment plans should contact the Business Services Manager.

FIRST AID

If a child requires first aid they will be sent to the office or the office notified. Minor injuries will be treated at school and the student returned to class when they have received attention. For moderate to major injuries, parents will be notified and an Ambulance called if necessary.

HOMEWORK

Homework is set to help reinforce the learning that takes place in the classroom. Homework may also be set by specialist teachers. The following guidelines are Education Queensland policy:

Prep:	Parents are encouraged to read to their children and discuss daily activities.
Years 1-3:	Up to but not more than 1 hour per week
Years 4-5:	Up to but not more than 2-3 hours per week
Years 6:	Up to but not more than 3-4 hours per week

It is expected that students will engage in reading at home and we encourage parents to help by listening and reading to children. Teachers will be setting home tasks using our available digital programs.

ILLNESS

Children suffering from infectious diseases should be kept at home until the risk of infection to other children has passed. Some infectious diseases require a student to be kept at home for a pre-determined period of time. A table outlining the relevant information can be obtained from the office. Please notify office staff if your child does get diagnosed with an infectious disease.

INSTRUMENTAL MUSIC

Students from Years 4-6 have the option to participate in the instrumental music program by learning a woodwind, brass or percussion instrument. Students attend a 30 minute weekly lesson during class time with the Instrumental Teacher and participate in band rehearsals before school.

The Instrumental Music Teacher invites enquiries about enrolments at the end of each year, however new students interested in enrolling should contact the Instrumental Teacher as soon as possible.

INSURANCE COVER FOR STUDENTS

Physical activity and physical education, particularly contact sports, carry inherent risks of injury. Parents are advised that the Department of Education Training and the Arts does not have Personal Accident Insurance cover for students. Education Queensland has public liability cover for all approved school activities and provides compensation for students injured at school only when the Department is negligent. If this is not the case, then all costs associated with the injury are the responsibility of the parent/carer.

LIBRARY

Students are encouraged to borrow library books with their class weekly, however they are able to borrow out of class time more often. Readers' Club operates through the library before school, during first break, and after school and encourages families to read together through an incentive scheme.

Prep and Year 1 students are allowed to borrow 1 book each; Year 2 – 2 books each; Year 3 – 3 books each and Years 4 to 6 – 4 books each. Students require a library bag to borrow which can be purchased from the school uniform shop. If students present without a library bag they borrow a recycled plastic bag from the library.

Students can also purchase books through the Scholastic Book Club, which is a program run through the library by volunteers. All student purchases are entered online and the rewards and points earned contribute significantly to the purchase of book resources for the library.

LOST PROPERTY
Lost property is stored in the first aid room in Administration. Any lost property that is not named and uncollected at the end of the year is either given to the Uniform Shop for re-sale in the second hand clothing section or given to a charitable organisation.

MEDICATION
Should medication require administration while the student is at school, the following process must be followed:

- Parents must complete and sign "Administration of Medication at School Record Sheet" at the school office.
- Medication must be labeled by a pharmacist with the child's name and dosage instructions as per section 1 of the above sheet. The name of the prescribing Health Practitioner must be included on the label for all Health Practitioner prescribed medication.
- The student must come to the office at the allocated time to take their medication.
- All medication is to be retained in the office or classroom, with the exception of asthma inhalers, which may be carried by students who administer their own medication as per "Administration of Medication at School Record Sheet." (Written request is still required.)
- Non - prescribed medication should not be brought to school.
- Staff members are not permitted to administer non Pharmacist or Doctor prescribed medication.

MOBILE TELEPHONES & OTHER ELECTRONIC DEVICES
Students are required to hand in mobile phones and other electronic devices at the office as soon as they arrive at school, where they will be kept safe during the day. Students complete the 'sign in' and 'sign out' register accordingly. For additional information please refer to the school's policy regarding Mobile phones and other electronic devices.

PARADE
Parades are held fortnightly on Wednesdays in the hall. Parents/carers are welcome to attend. Prep – Year 2 students attend at 9:00am and Years 3 – 6 at 2:30pm. At varying times throughout the term, full school parades will be held at 2:20pm on Wednesdays. Information about parades will be communicated through the school newsletter.

PARENT HELPERS
Parents are encouraged to participate in the operation of the school through a number of channels.

- Attending P&C meetings and becoming involved in various sub-committees
- Assisting in the tuckshop
- Providing classroom assistance
- Involvement in school activities and functions

All parent helpers must wear a parent helper badge and sign in at the office. All volunteers must complete a "Guidelines for Volunteers Form." Alternatively, for parents helping in Prep classrooms, registers are kept in each room. Any volunteer who is not a parent is required to provide a Blue Card before voluntary work commences

PARENT / TEACHER CONFERENCES
Parent / teacher conferences are held in Terms 1 & 3 of the school year.

PARENTS AND CITIZENS ASSOCIATION
Our P&C Association is very active and parents work in many ways to support the school. All parents are invited to attend P&C Meetings whenever possible. The Association meets monthly and details are advertised in the school newsletter.

PARKING
To ensure a safe environment, parents are requested to obey traffic and parking regulations in the area. In addition:

- Please do not park cars across the school driveway in Dundas Street East as this interferes with the vision of other drivers and students
- Please do not drive into school grounds unless you have permission from the Principal

- Please take extra care driving around the perimeter of the school when many students are waiting for collection

Look Out Loading Zone:
We have a "Look Out Loading Zone" operational on Gordon Street. Please be aware that this is a 2 minute only zone for both morning and afternoon times. In the afternoon if your child has not entered your vehicle within 2 minutes, then you must exit and rejoin the end of the line. Parents are asked to display the child's surname on a card in the vehicle either on the passenger dashboard or behind the passenger sun visor. A card can be obtained from the school office. This system works exceptionally well when all parties follow the outlined procedures.

PLAYGROUNDS
Playground equipment can pose as a significant hazard to safety if it is not used or supervised in a safe manner. All of our play equipment is out of bounds before and after school. Please do not allow younger children to play on this equipment at any time while waiting for older siblings to be released. The school accepts no responsibility for injuries sustained while using the play equipment outside of school hours.

REFUND POLICY
Fees already paid for an extra-curricular activity may be refunded in full, in part or not at all. The school budget cannot meet any shortfalls in funding for an extra-curricular activity due to the subsequent non-participation of a student who had previously indicated attendance of the activity.

If a parent wishes to apply for a refund due to their child's non-participation in an extra-curricular activity, they may do so by completing a Request for Refund form available from the school office. Where possible, the request should include the receipt relating to the payment for which a refund is being sought.

REPORT CARDS
Student report cards are completed and distributed by email at the end of each semester.

SCHOOL AGE CARE
Before school care is available at the school from 6:30am to 9:00am and after school care is available from 3:00pm-6:00pm. School Age Care is coordinated by the PCYC and is run independently of the school. Further information can be obtained from the staff in the School Age Care building, which is situated next to Administration in Dundas Street East.

SCHOOL NEWSLETTER
An emailed fortnightly school newsletter is produced to keep the community informed about current school events and initiatives, Department of Education policies, school procedures, class activities and other items of general interest. Parents can sign up to receive our e-newsletter, an electronic copy of the newsletter which is emailed every second Tuesday.

SPORTING CARNIVALS
All students at Ormiston State School participate in 2 carnivals during the year – cross country in Term 1 and Track and Field in Term 2. Year 4-6 students also have the opportunity to participate in the school swimming carnival in Term 1.

Students who are interested in being competitive in the cross-country or the track and field events and are aiming for selection in the school team are invited to train over several weeks in the lead up. Training is held before school (cross country) and during lunch times. Students also have the opportunity to be selected (by paper nominations) for the district swimming carnival which is held in Term 1.

In Terms 2 and 3, Years 5-6 students participate in 4 'carnival days', where they compete against other schools in the district. Students train for their selected sports weekly during class time in the lead up to carnival days. Bus transport is provided for these 4 days and a letter is sent to parents outlining costs.

Throughout the year there are also various district sport trials where the physical education teacher will nominate students to attend these trials for possible selection. From the district carnival a Metropolitan East Team is selected, which competes at the State Titles. Interested Students should consult with the physical education teacher.

SPORTS HOUSES

Students earn house points through sporting competitions, readers' club and positive behaviour.

Students are divided into 3 houses:

- Banjora – Green
- Tamaroo – Red
- Warreen – Yellow

STUDENT DRESS CODE

The wearing of a school uniform identifies those students attending Ormiston State School and presents a united image to the public, being easily identifiable in the wider community. The school uniform also contributes to the creation of a sense of pride in being associated with our school, which has a reputation for excellence in the academic, sporting and cultural development of our students. The school uniform also contributes to the sense of order and discipline within our school environment.

The community of Ormiston State School supports and approves the wearing of the school uniform by our students. The adoption of a dress code for students is established under Part 10 of the Education (General Provisions) Act 2006. Students attending Ormiston State School are to wear the designated school uniform and adhere to the dress code unless an exemption has been granted by the Principal. For a copy of dress code please visit our school website or see office staff.

STUDENT TRANSFERS

Parents/carers are asked to notify the office staff and class teacher of any intending transfer. Please ensure all school materials, including library books, are returned before departure.

SUN SAFE POLICY

We operate according to the No Hat – Play restricted to covered areas only rule. Students should bring their hat to school every day as it is part of the school uniform.. Students without a hat may sit or play small games in the tuckshop area or the OLA. Students require their hats to participate in physical education lessons. On no occasion will Sunscreen be provided by school. If it is necessary for a student to carry sunscreen in his/her bag for application at school it should be either a lotion or roll-on. No Aerosols please. Please notify the class teacher if this is the case. Students participating in any in-school or off-campus excursions or sporting events must apply their own Sunscreen.

SUPPORT SERVICES

All students in our school are supported to develop both academically, socially and emotionally. Additional support staff are utilised in classrooms on a variety of levels and also work with some students in small groups or a one-on-one situation. All staff work under the direction of the Principal and according to the needs of the students and the strategic direction of the school. Our support staff include: Support Teachers Literacy and Numeracy (STLaN), Guidance Officer, Behaviour Support Teacher, Speech Language Pathologist, Special Education Teacher, Chaplain, English as a Second Language Teacher, Advisory Visiting Teachers for students with particular disabilities and a number of trained Teacher Aides.

SWIMMING LESSONS

Swimming lessons are held for students from Year 1 to 6 each year. Lessons are conducted during Terms 1 (Year 4-6) and Term 4 (Year 1-3), utilising the specialist coaches provided by the Cleveland Aquatic Centre. The cost to parents is advised each year, which comprises bus costs, pool hire and entrance fees.

TUCKSHOP

The school tuckshop helps to raise funds for our school as well as providing a worthwhile service for our parents and students. The Tuck Shop is currently open on Tuesdays, Thursdays and Fridays. Written orders should be placed on paper bags (separate bags for each break and for hot and cold food), with the student's name and class clearly identifiable and money enclosed. On arrival at school, students are to take the lunch order to the Tuck

Shop before the 8:50am bell. Alternatively, orders can now be placed online at www.munchmonitor.com. Please see the Tuck Shop staff for further instructions regarding online ordering. Each teacher selects tuck shop monitors who collect the class Tuck Shop box to be distributed in the classroom all orders to the classroom. Students who purchase additional items from the Tuck Shop during the break are required to sit in the Tuck Shop area to consume it.

Volunteer parents generously give their time to help run the tuckshop. Volunteers are always welcome for a part or full day on Tuesdays, Thursdays or Fridays between the hours of 8.30 am and 1.30 pm. Please see the Tuckshop Convener for more information or for assistance with specific ordering requirements.