

- Respect
- Relationships
- Resilience

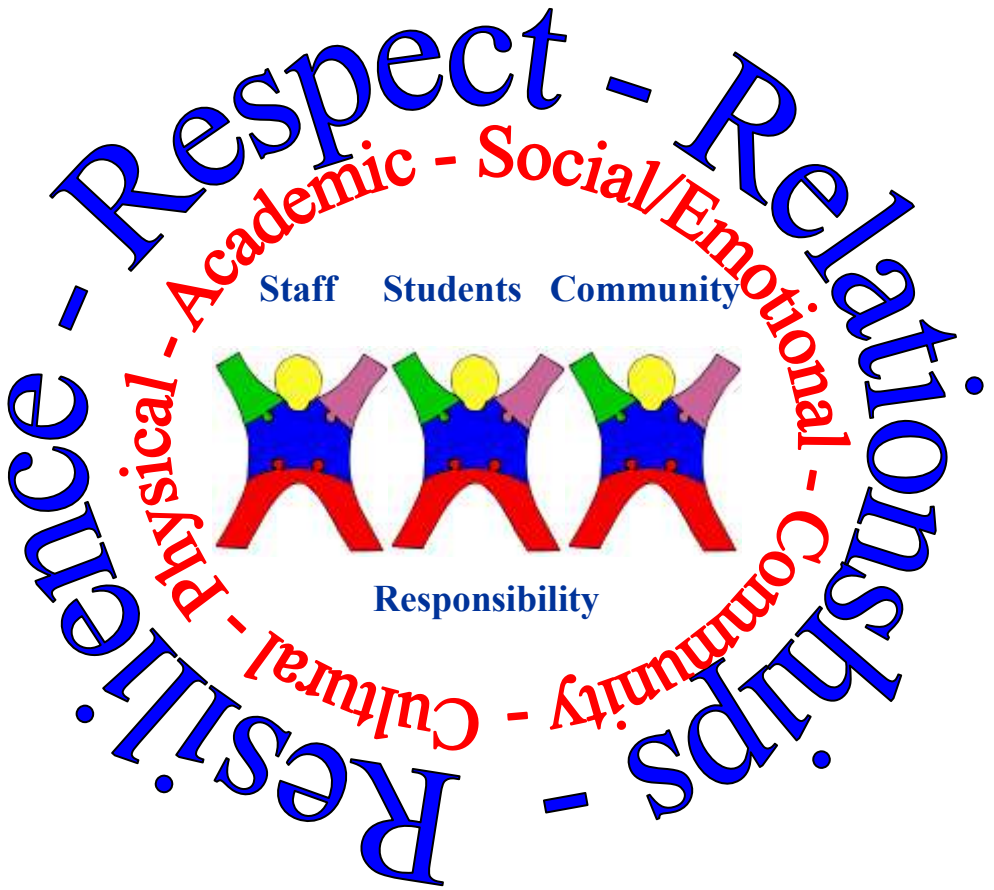
HARLAXTON STATE SCHOOL

HOME OF THE “WHOLE CHILD”



Making Connections
Creating Opportunities

<i>Office Hours:</i>	8:00am to 3:30pm. Monday to Friday
<i>Postal Address:</i>	110 Ruthven Street, Toowoomba 4350
<i>Telephone:</i>	07 4639 9111
<i>Absence Line:</i>	07 4639 9166
<i>Fax:</i>	07 4694 0110
<i>Email:</i>	admin@harlaxtonss.eq.edu.au
<i>Web Address:</i>	www.harlaxtonss.eq.edu.au



Our vision and values underpin everything we do at Harlaxton State School

Harlaxton Timetable:



<u>8:25am</u>	<u>First Bell</u>	11:15am	Class
8:30am	Class	12:45pm	2nd Lunch
10:45am	1st Lunch	12.55pm	Play
11:00am	Play	1:15pm	Class
		<u>2:30pm</u>	<u>School finishes</u>

2017 Calendar

Term One

19 January

Pupil Free Day

20 January

Public Holiday

23 January

School Resumes

03 April—17 April

Easter Vacation

(14 April—Good Friday 17 April - Easter Monday)

Term Two

18 April

School Resumes

25 April

ANZAC Day

1 May

Public Holiday

26 June—07 July

Winter Vacation

Term Three

10 July

School Resumes

18 September— 29 September

Spring Vacation

Term Four

2 October

Public Holiday

3 October

School Resumes

16 October

Pupil Free Day

11 December— 19 January

Summer Vacation



Welcome


As you join us at Harlaxton State Primary School we would like to extend a welcome to you and your child/ren. I would also like to invite you as parents/caregivers in our school to take the opportunity to become involved in your child's education through:

- *Talking regularly with teachers and/or the Principal;*
- *Talking to your child about their day;*
- *Attending P&C and parent meetings/functions; and*
- *Becoming a parent volunteer.*

It is only when we all work together that the greatest benefits for our children will be achieved.

*Maxine Lester
Principal*

Harlaxton Staff

Principal	Teachers		Teacher Aides	Cleaners
• Maxine Lester	Name	Year Level	• Shirley Watson	• Joan Hateley
Admin Staff	• Gill Thompson/ Trish Pitkin	Prep	• Elizabeth Kimmince	• Valda Buschel
• Glenda Kuhn	• Rowena Hazeldene	Year 1	• Sue Aplin	• Jon Saunders
	• Alison Trimper	Year 2	• Tricia Himstedt	
Special Needs/ Teacher	• Caitlin Eggers/Sue Yeates	Year 3/4	• Lisa Russo	
• Sharon Lynam	• Garry Trott	Year 4/5	HOSE	Phys Ed
Chaplain	• Paul Morrow	Year 5/6	Wendy MacGillivray	Steve Roberts
•	• Rachel Sanson-Male	Music	Student Care Welfare	WHS
Guidance Officer				
• Kerrie Halaufia				

- ☉ ABSENCES: In accordance with departmental policy, parents of children who are absent from school are to notify the school for the reason for absence. *The department does require action to be taken when children are absent frequently without adequate reason.* Our Student Absence Line is 46399166. **It is checked daily and your child's absence will be recorded correctly on the rolls.**
- ☉ ACCIDENTS: The only medical treatment permitted by the Department at school level is basic first aid. This is the immediate, temporary treatment given in case of an accident. If your child should meet with an accident of a serious nature, every effort will be made to contact the parents. If, however, this cannot be done, the Principal will endeavour to obtain the necessary aid for your child, including the right to use the ambulance for emergency transport.
- ☉ ACCOUNTS: Students will be invoiced for excursions as they arise. No child will be permitted to attend excursions without prior payment. Lost/damaged library books may also incur an invoice.
- ☉ ARRIVAL AND DEPARTURE: There are well marked parking zones for parents who drive children to and from school. Parents must use these zones. We constantly ask the police to inspect these zones both before and at the end of school times to ensure the safety of our children. **PARKING IN THE SCHOOL GROUNDS IS NOT PERMITTED UNLESS THERE IS AN EMERGENCY.** No child is to enter the school grounds before the gates are opened at 8:00am. All classes are dismissed at 2:30pm. Children who live locally and who make their own way home from school, must leave the school grounds immediately and go directly home. Children who are driven to and/or from school should be collected by 2:30pm at the school gates. Children using the school bus will be responsible for their own fare and move and sit orderly as required by the driver. A teacher supervises the children until the bus arrives. Unruly behaviour or the use of bad language on the way to and from school will result in the applying of logical consequences under our STUDENT CODE OF BEHAVIOUR. Parents are asked to talk to their children about what is acceptable behaviour on their way to and from school. Parents should ensure that every child knows each day how they are going home from school. The bus company reserves the right to refuse travelling privileges if behaviour is unacceptable.
- ☉ ASSESSMENT: Reports will be issued at the end of each semester (each 6 months) and are based on a continuous monitoring of progress throughout the year and not just a single test. Parents will receive the results of a state-wide year three, year five and year seven test at the end of the year. Interviews will be conducted at the end of Semester 1 and may be requested by parents at anytime.
- ☉ BANKING: School banking operates each Friday at the main office, between 8:15 and 9:00am.
- ☉ BICYCLES/SCOOTERS: Children may ride their bicycles to school. Racks are provided for the **children's use at school. The riding of bicycles in the school grounds is forbidden.** *The wearing of safety helmets is required by law.*
- ☉ BOOK LIST: A list of stationery requirements for each grade will be sent to the parents at the end of each year. Parents should ensure that these items are provided for the commencement of the new school year and that they are maintained during the year. For your convenience, many items are available from the school office.
- ☉ CHANGE OF ADDRESS: If you change your address or phone number would you please notify the school immediately so that the necessary records can be changed.
- ☉ CHAPLAIN: The school has the services of a Chaplain 4 days per week. On enrolment, parents are required to indicate their permission for their child/ren to be involved with the chaplain on matters of both social skilling and religion.

- ☉ DRESS CODE: Students at Harlaxton are encouraged to wear our school uniform which includes lace-up or Velcro shoes. Uniform prices are attached to the tuckshop menu. Uniforms are a source of pride for our school & must be worn correctly. Please ensure the uniform is laundered regularly. Please note that the only jewellery to be worn is ear sleepers or studs. No child is permitted to attend school with other body piercing showing, as it constitutes a health and safety risk. Bucket/Broad-brimmed navy hat must be worn outdoors.
- ☉ DENTAL: A Dental Service is provided free of charge. Please contact the school for details. The Mobile Clinic makes visits to our school.
- ☉ ENROLMENT: Children are able to enrol in our Prep provided they will turn 5 by the 30th June in the year of prep. Children entering our school in Year 1 must turn 6 during their Year 1 year. Proof of age will be necessary before official enrolment can be carried out. Children coming from another school must supply a school transfer form from their previous school. Due to our flexible **class structures, your child's first day at the school may be spent in assessment and building friendships.**
- ☉ EXCURSIONS: Excursions require parental consent and payment of costs involved. Specific conditions apply to each excursion e.g. practical footwear, a wide brim hat. You will be advised of **these requirements in special notices issued in advance of each excursion by your child's Teacher.**
- ☉ HATS: Increasing concern is being felt because of the rising incidence of skin cancer in Queensland. A rule that is vigorously encouraged is children without hats are not allowed to play in the sun. Children are required to wear a hat while participating in Physical Education and Sporting Activities. **NO PEAK CAPS. The school has a "No Hat—No Play" rule. All children without a hat will sit in the shade and not participate in play.**
- ☉ HEAD LICE: The incidence of Head Lice is most noticeable in schools when large numbers of children mix freely. The school itself is not necessarily the source but unfortunately becomes an area for communication and spreading. When evidence of head lice or eggs (nits) is noticed, satisfactory treatment must be taken. This means that we cannot have head lice cleaned up unless **EVERYBODY** cooperates fully. **WHILE IT IS NO DISGRACE TO COME INTO CONTACT WITH HEAD LICE, IT IS UNWISE TO NEGLECT PROPER TREATMENT. THIS MATTER IS A PARENT RESPONSIBILITY.** The school has a right to exclude children whose heads are infested, so a strong appeal is made to all parents to cooperate so that such action will not be necessary.
- ☉ HOMEWORK: Our Connecting Home And School Sheet (CHASS) forms the basis of homework here at our school. You are encouraged to be a part of CHASS and sign off each task as it is completed over the week. If your child is experiencing difficulties completing their CHASS, please talk to their teacher.
- ☉ HYGIENE: Cleanliness and personal hygiene are encouraged at school at all times. It is only fair to other children whom they come in contact, that open sores, boils, etc. be covered. A daily bath or shower is considered essential, while hair should be well kept and washed regularly.
- ☉ INFECTIOUS DISEASES: Duty of care for all students ensures that the following periods of exclusion are enforced.
 Chicken Pox—7 days after the beginning of the disease or until the last lesion has healed.
 Measles—7 days from the appearance of the rash.
 Rubella (German Measles) - 7 days from the appearance of the rash.
 Mumps—14-21 days after the onset of the symptoms.

... Continued on following page.

... *Infectious Diseases continued*

Whooping Cough—4 weeks from the onset of the symptoms.

Hepatitis—Until a medical certificate indicating recovery is received, but not before 7 days after the onset of jaundice or illness.

Ringworm / Scabies Lice, Trachoma—Exclude until the day after treatment starts.

- ☺ LEAVING SCHOOL GROUNDS: Written parental approval is required for children to leave the school grounds during the normal school day. Children are not permitted to leave the confines of the school area without the express permission of the Principal. If a student is to leave school early for any reason during the day, parents/caregivers will be asked to sign students out at the office.
- ☺ LOST PROPERTY: It is an expectation that all clothing worn to school is named. If your child misplaces clothing & it is named, every attempt will be made to return it to their classroom. Lost property is retained at school until the end of term, then washed & sent to lifeline.
- ☺ MEDICATION: **Education Department Regulations September '88 requires that, before medication is administered:**
 - (i) A parent has completed a permission form (included in Enrolment Package).
 - (ii) The label on the medication clearly states:
 - a) the name of the child
 - b) the dosage and times for it.



PLEASE ASK YOUR PHARMACIST FOR THIS INFORMATION WHEN HE/SHE ISSUES THE MEDICATION. N.B. Analgesics, cough mixture and the like (non prescription) will not be administered unless a medication form has been filled in and signed by parent/caregiver.

- ☺ MOBILE PHONES/ ELECTRONIC DEVICES/ OTHER VALUABLES: The students are strongly discouraged from bringing any electronic devices or valuables to school. If a phone is absolutely necessary, then it must be handed into the office before school & collected after school. Mobile phones not handed in may be confiscated. Any parent requiring their child to carry a mobile phone, must complete the forms available from the school office. Students are only permitted to bring audio equipment, MP3 Players, I-Pods, etc. to school. If their parents complete the necessary form and furnish us with a plausible reason No responsibility will be taken by the school or staff if they are stolen or broken. Found items may be confiscated.
- ☺ MONEY: All money being brought to school for payment purposes needs to be in a sealed envelope and labelled eg. This should be placed in the cash tin at the main office. Thank you for your assistance in this matter.
- ☺ MUSIC: Students at Harlaxton receive in-class music lessons.
- ☺ NAMING OF BELONGINGS: All articles of clothing need to be clearly marked with the **child's name, especially those likely to be discarded during the day, such as coats, raincoats, shoes, socks and hats.** Lost property is stored in the stairwell of Block D.
- ☺ NEWSLETTER: **The 'Harlaxton Herald' is published every Monday unless otherwise advised.** The newsletter is given to the eldest in each family informing parents of forthcoming events and giving details of any matters concerning the school. Please refer to this document for current information. The current newsletter will be published on our website each week. (www.harlaxtonss.eq.edu.au). If you wish to receive the newsletter via email, please see Mrs **Kuhn in the office to add your name to the 'E-Newsletter' mailing list. Your email address will be kept confidential. If parents have information which they wish to be publicised (at Principal's discretion) to the Harlaxton community, please supply details one week prior to this.**

- ⊙ NUTRITION: We ask parents to ensure that all children are sent to school with lunches which **are healthy for the children. All children should have a "little" lunch as well as a "big" lunch. Please** ensure your child has a piece of fruit each day for Snack Attack. Remember a child who is hungry or who is not getting the right kind of food cannot learn properly.
- ⊙ P&C ASSOCIATION: The Parents and Citizens Association of any school has a very important part to play in the life of the school. Anyone over 18 years of age with an interest in education is welcome to apply to join this group at their meeting on the 4th Tuesday of each **month in the parent room. The focus of this group is children's quality education. A blue card is** necessary if you volunteer and are not a parent. BE INVOLVED! Reports by all Sub-Committees and the Principal are presented at each meeting.

THE P&C AIMS TO—

- * Foster community interest in educational matters
- * Bring about closer cooperation between the parents, students, staff and community
- * To assist in the provision of financial resources for the benefit of the school

THE P&C NEEDS—

- * Your support at meetings
- * Your attendance at special nights
- * Your support of social and fundraising activities
- * Your financial and physical support for various projects

FOR YOUR CHILDREN'S BENEFIT, THE P&C ASSISTS IN SUPPLYING—

- * The construction of any new playground areas—**tennis courts, cricket nets, basketball courts ...**
- * Sporting equipment—**bats, balls, goal posts ...**
- * Teaching aids—reading schemes, library books and encyclopaedias, curriculum resources ...
- * Tuckshop facilities—**refrigerators, stoves, hot water system, deep freeze ...**
- * **Classroom computer equipment ...**
- * Playground beautification—**trees, plants, gardens ...**
- * and much more



- ⊙ RELIGIOUS INSTRUCTION: At present religious instruction is delivered by non-denominational lay teachers for 30 minutes each Friday morning. Parents are to sign a permission slip for RI on enrolment.
- ⊙ RESOURCE CENTRE: The school is proud of its Resource Centre. Books can be borrowed by children on a weekly basis. Parents are asked to ensure that children respect and take care of books borrowed; thus students must use a library bag. Parents will be asked to replace any book damaged or lost. A staff member is always on hand to assist children in the selection of books. The Resource Centre contains a wide range of other resources, such as computers, puzzles, games, **videos, DVD's. Parents are welcome to visit.**
- ⊙ SCHOOL SPORTS: This school is involved in inter-school sport each Friday of Terms 1, 2 & 4; and it is our policy to involve as many children as possible from Years 4—6. Bus transport is used on most occasions for a weekly fee of \$3.50
- ⊙ SCHOOL TUCKSHOP: The P&C Association runs the tuckshop each Wednesday and Friday. A roster of helpers is organised early in the year. New recruits are always welcome.

© STUDENT UNIFORM CODE:

Summer Uniform- Girls	Summer Uniform- Boys
<ul style="list-style-type: none"> • Red polo shirt with school logo. • Non-logo red polo shirts are also acceptable. • Navy shorts, skorts or skirt. • Year 7 students – Year 7 polo shirt. 	<ul style="list-style-type: none"> • Red polo shirt with school logo. • Non-logo red polo shirts are also acceptable. • Navy shorts. • Year 7 students - Year 7 polo shirt.
Winter Uniform- Girls	Winter Uniform- Boys
<ul style="list-style-type: none"> • Additional winter uniform items for girls: • Navy jacket or jumper with school logo. • Navy track suit pants. • Navy, black, red or white skivvies under uniform. Non-logo navy jackets and jumpers are also acceptable. 	<ul style="list-style-type: none"> • Additional winter uniform items for boys: • Navy jacket or jumper with school logo. • Navy track suit pants. • Navy, black, red or white skivvies under uniform. Non-logo navy jackets and jumpers are also acceptable.
Hats	Footwear
<ul style="list-style-type: none"> • Navy Broad-brimmed or bucket hat (with or without the school logo). • Sun-smart 7cm brimmed navy hat (with or without logo). • Baseball caps are unacceptable as they do not conform to our “Sun Smart” policy. • In accordance with “Sun-Smart” policy students without hats cannot play out-doors. 	<ul style="list-style-type: none"> • For health and safety reasons, students must wear covered footwear with laces or Velcro and a non-slip sole. • Acceptable footwear: • Black school shoes • Active footwear – runners / joggers • Unacceptable footwear: • Brightly coloured shoes, street shoes, slip-on or • ballet-style shoes, “pumps”, sandals, thongs. • Loose-fitting “high-top” sneakers & canvas shoes
Swimming	Socks/Stockings/ Tights
<ul style="list-style-type: none"> • Swimming togs covered by a Sun-shirt or shirt. • Bathing cap. • Goggles (if preferred) 	<ul style="list-style-type: none"> • Socks should be plain black, white or navy. • Ankle socks and anklets are acceptable. • Tights should be navy or black. • Leggings should be full length and plain black, white or navy. • Leggings or tights with lace, decoration, or in other colour than specified are not acceptable.
Jewellery	Hair/ Makeup/ Nail polish
<ul style="list-style-type: none"> • The wearing of jewellery at Harlaxton State School is limited to the following items: • A watch. • Earrings - one pair of studs or sleepers – other face / body piercings are not acceptable for school. • Medical alert bracelet. • Necklaces and wrist bangles are not to be worn. • A Whole Child badge is able to be worn. The badge can be purchased from the school office for \$ 3 	<ul style="list-style-type: none"> • Hair that is shoulder length or longer should be tied back (to prevent the spread of head lice). • Hair bands, hair ties, head bands and other hair accessories should be minimal. • Hair must be secured in a bathing cap when swimming (boys and girls). • Make up is not acceptable for school. • Nail polish is not acceptable for school. • Tattoos/ fake tattoos are not acceptable for school.

Red polo shirts are to be worn by all students. The logo is preferred, but non-logo red polo shirts are acceptable.

- Jewellery is limited to
- A watch,
 - One pair of studs/sleepers.
 - Medical alert bracelets.

School bucket hat with "Whole Child" logo.

Hair- neat and tied back.

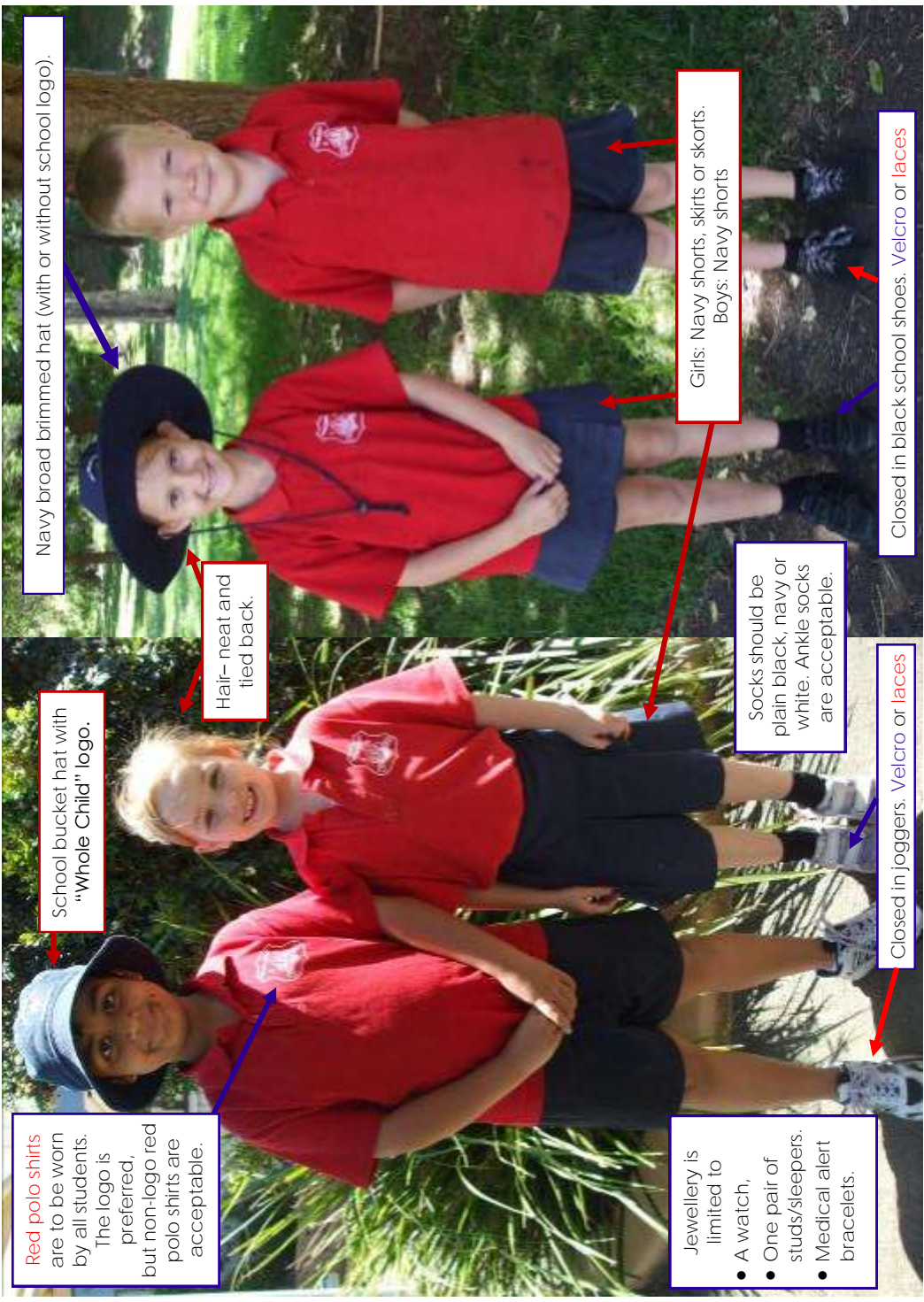
Socks should be plain black, navy or white. Ankle socks are acceptable.

Closed in joggers. Velcro or laces

Navy broad brimmed hat (with or without school logo).

Girls: Navy shorts, skirts or skorts.
Boys: Navy shorts

Closed in black school shoes. Velcro or laces



- ☺ SMOKING: Education Queensland has a 'no smoking' policy. Smoking is prohibited in all Education Queensland buildings and grounds. Students caught smoking may be suspended.
- ☺ SPORTS HOUSES: Children are allocated into Sports Houses on enrolment at the school. There are two Sports Houses—Mitchell (Green) & Oxley (Gold)
- ☺ VOLUNTEERS: Class volunteers are welcome to help in many ways where this can be arranged. **See your child's Teacher for information. Volunteers are expected to call at the Office, sign a Register and to wear a badge identifying them as an Official School Visitor/Volunteer.** All volunteers that are not parents of children at the school require a blue card.
- ☺ TIME OUT: It is the policy of this school that children are not kept in after school because of buses and because parents have set times for children to arrive home. In the interest of **children's safety, teachers will ask children to do work at lunch time instead. This is permitted** under the Education Act. Children may also be asked to come in to do work before school.
- ☺ TUCKSHOP DAYS AND TIMES: The tuckshop is open from 8.00am each Wednesday and Friday. Orders must be placed for hot food. All orders must be placed before school. No credit is given. If the money is short then an item will be taken from the order. Hot food can be purchased for first lunch only. School uniforms are available at the tuckshop but there is a limited amount of school stationery supplies available at the school office. The tuckshop menu has been designed to include as many healthy food choices as possible. Please help your child/ren choose wisely.
The tuckshop convenor has discretionary powers to limit the amount of 'non meals items' e.g. chips, biscuits sold to students who do not order a 'proper lunch'.
- ☺ VISITORS REGISTER: All visitors to the school must first report to the school administration building. Volunteers & trades people must sign in. Volunteers who are not parents of a Harlaxton child must present a current Blue Card (Working with Children)



Academic - Cultural - Social and Emotional - Community - Physical



Physical - Community - Social and Emotional - Cultural - Academic