Mt Tyson State School

Family Information Booklet - 2015
Dear Parent/Caregiver,

To all parents of the Mount Tyson school community I would like to extend a warm personal welcome to our school. Mount Tyson State School is a small educational facility that prides itself on delivering quality, lifelong learning outcomes for all students. Our experienced staff is a collaborative team that have developed a pedagogical framework and responsible behaviour plan based on the latest research. We have developed successful and proven teaching and learning programs to ensure academic growth for all students in maths and English. Outstanding reading results are something we are proud of.

Mount Tyson State School is an educational institution proud of its long standing history of providing quality educational outcomes to students. It is a school rich in history and traditions, but is not afraid to break new ground in striving for success. Our school began its service to the community in 1904 and boasts many fine achievements across a broad range of fields, not just academics.

To all parents and students, it is my hope that you find this booklet an informative one, giving an insight into most day to day operations of the school. I urge you to keep this booklet handy, as it will answer many of the questions that may arise throughout the year. As a parent you can play an important role in the education of your child. Take an active interest in your child’s school life. It is only when the three main factors in education, the student, the parent and the educator are working in harmony that effective and lifelong learning can take place. Education today is a shared responsibility, if we are to achieve what is best for the individual child we must work together as a collaborative partnership.

" The wisest are those who know they don't know "
Socrates

Yours in education,

Michael Routledge
Principal
The Role of the PARENTS’ and CITIZENS’ ASSOCIATION

The objective of our school P & C, as outlined in its constitution, is to ... “promote the interest of our school by endeavouring to bring about closer co-operation between the parents of the children attending the school, other citizens, the teachers; and generally to foster community interest in educational matters.”

In promoting the development of our school, parents are involved in - a variety of fundraising activities which enrich their developing children and parent in-service sessions where new and current curriculum matters, teaching strategies, educational developments and the school’s development are discussed and introduced.

The P & C calls on ALL parents and interested citizens to become involved and active in the promotion of our school and the education of our children.

P & C President
Cathy Cronin

SCHOOL DIRECTORY

Address: Mt Tyson State School
Main Street
Mt Tyson Q. 4356

Telephone: 07 46937287
Fax: 07 46937061
Email: the.principal@mttysonss.eq.edu.au

Staff:

Mr Michael Routledge Principal / Teacher: Year 5-7
Ms Stephanie Graham-Smith Teacher: Prep-Year 2
Mr Richard Keene Teacher: Year 3/4
Mrs Lorraine Spackman Administration Officer
Mrs Lynda Smith Teacher Aide
Mrs Rosalen Cameron Teacher Aide
Mrs Leanne Darr Cleaner
Mr Jerry Spackman Groundsperson
Ms Julie McColm Cleaner
ENROLMENT & ATTENDANCE

Children of eligible age may attend a full-time Preparatory Year of education before starting Year 1. Children must turn five by 30 June in the year they intend to commence Prep. When enrolling a child in Prep, a birth certificate must be sighted as proof of age.

An enrolment package will be given to parents / guardians when enrolling their child.

The packages will include:-

- **Essential Enrolment** documents (that need to be completed and returned to the school)
- **Information documents** (parents to retain)
  1. Parent Information Booklet
  2. Responsible Behaviour Plan
  3. Homework & Bookwork Policy
  4. Booklist

SCHOOL HOURS

Commencement  9.00am
Finish          3.00pm

First Break (Lunch)  11.00am - 11.45am
Second Break        1.15pm - 1.45pm

SCHOOL TERMS 2015

Term 1  Tuesday 27 January – Thursday 2 April
Term 2  Monday 20 April - Friday 26 June
Term 3  Monday 13 July - Friday 18 September
Term 4  Tuesday 6 October - Friday 11 December

Student free dates for 2015
- Thursday 22 and Friday 23 January
- Monday 19 October

BOOK LIST/SCHOOL REQUISITES

All textbooks and school requisites required by the students are purchased by the Parent/Caregiver. Books lists are sent to parents before the end of the last school term.

We recommend that parents label all equipment and monitor this equipment during the year.

SCHOOL UNIFORM

- Mt Tyson State School believes a student dress code promotes the objectives as outlined in the Education (General Provisions) Act 2006, and in particular that it:
- Promotes a safe environment for learning by enabling identification of students and non-students of the school.
- Promotes an effective teaching and learning environment by eliminating the distraction of competition in dress and fashion at the school.
- Promotes a supportive environment by fostering a sense of belonging and assists our anti-bullying strategies.
- Assists in elimination of discrimination based on class, culture and social circumstances
- Provides a long term lower cost to families.
- Assists the school to comply with the requirements of the Workplace Health and Safety Act.

STUDENT RESPONSIBILITIES

It is the responsibility of every student to:

- Wear the full school uniform correctly to, from and during school each day.
- Always wear the school uniform in its intended manner
- Uphold the reputation of Mt Tyson State School when wearing the uniform out of school time and on excursions

PERSONAL APPEARANCE

It is expected that students will take pride in their appearance and modestly dress in a style that is suitable for a school learning environment.

The following specific guidelines apply:

JEWELLERY

- Expensive and fashionable jewellery items are more suited for wearing outside of school. Jewellery worn at school must be limited. Acceptable items include:
  - One watch;
  - One set of small sleepers or studs in each ear.
  - Medi-alert bracelet or necklace.
MAKE-UP

Visible make-up or coloured nail polish is not permitted.

HAIR

Hair must be:
- Clean and kept in a neat and tidy manner;
- Worn in a non-extreme style; and
- In natural colourings.

SUN PROTECTION

In line with Education Queensland’s sun safety policy, students are required to wear a broad brimmed hat at lunch breaks, when out on the oval, or participating in an activity outdoors. A hat is part of the school uniform and must be worn.

A NO HAT—NO PLAY expectation exists at this school.

UNIFORM

Mt Tyson School T-shirt’s, shorts & hats may be purchased from the P & C uniform convener.

BOYS & GIRLS

Bottle green, shirt, shorts and hat.
Bottle green tracksuit

Sport: same as school uniform

Shoes: white socks to be worn with joggers or ‘closed in’ suitable footwear. Thongs are not acceptable.

Hats: wide-brimmed hat or bucket hat

PREP:

Prep is recognized as the first year of school in Queensland and with the Australian Curriculum, full-time attendance in Prep is highly recommended.

To be eligible for Prep a child must turn 5 years old by 30 June in the year they start Prep. Prep is a full-time, five day a week program.

Most children commence Prep in the year they become eligible, however should parents be concerned their child is not ready to start school at this time, they can commence Prep a year later when they are of compulsory school age (6 years and 6 months).

With the Australian Curriculum, full-time attendance in Prep gives students important learning’s that they will need for successful learning.

For more information visit www.qld.gov.au/flying start

GENERAL ATTENDANCE

Parents of compulsory school age children have a legal obligation to ensure that their children are enrolled in school and attend for every day of the educational program in which they are enrolled.

Enrolment in, and full-time attendance at Prep fulfills this obligation.

STUDENT ABSENCE

Regular attendance is encouraged to enhance the organized learning programs in each classroom. Our school promotes attendance with our ‘Every Day Counts” strategy.

REASONABLE ABSENCE

The school follows the relevant policy, Education Provisions Act 2006 when ensuring there are reasonable grounds for student absenteeism. Please see the Principal for further clarification.

PROCEDURES FOR NOTIFYING OF ILLNESS/ NON-ATTENDANCE

When your child is absent please phone the school prior to 9.00am. A note may also be sent to the classroom teacher.
EARLY COLLECTION OF STUDENTS FROM SCHOOL

Please inform classroom teachers and sign out your child/children at the office.

EXEMPTION

Exemption forms can be obtained from the office should a student’s absence be greater than two weeks.

LEAVING SCHOOL GROUNDS

Students are not permitted to leave the school grounds once they have arrived at school unless written authorization is provided by their parent. In the interest of safety, if you wish a person not known to us to collect your child, please inform the school of this, otherwise the child/children cannot be released.

TRANSFERS

If your child is being transferred to another school in Queensland, he or she will require an official transfer. All Qld State Schools exchange this transfer information. Parents should notify the Principal prior to transferring their student/s.

LEGAL CUSTODY

In some instances the custody of a child enrolling at the school has been in dispute before the courts. It is necessary for a parent to advise the Principal if there is a custody order currently covering access to the child. A copy of the Court Order must be supplied to the school.

EMERGENCY CONTACT

Please supply the school with two alternative contact names and telephone numbers. If we need to contact you and you are unavailable, this will be the next point of call. Information can be updated when circumstances change.

LOST PROPERTY

We recommend that items be marked clearly with the owner’s name. Students are encouraged to be responsible for their own personal possessions. Students who have a large sum of money or valuables in their possession are requested to hand THESE ITEMS into the office for Safekeeping. We have a lost property box should items go missing.

COMMUNICATION

Mt Tyson State School is committed to a partnership with parents in the education of their children. The core values at Mt Tyson State School underpin our learning strategies. These values underpin our responsible behavior plan and are explicitly taught on a regular basis. These are communicated fortnightly in the newsletter.

All learners at Mt Tyson State School are guided by the following values that are easy to remember and are applied to all situations:

- RESPECT
- RESPONSIBILITY
- SAFETY
- THINKING

Mt Tyson State School is committed to open, honest and timely communication with parents. We believe that communication from both the school and parents should be respectful, measured, amicable and sensitive.

In adhering to these principles, we aim to strengthen the goodwill and positive partnership between parents and the school, to enhance the well-being of students and to provide quality educational outcomes.

A teacher may ask parents to attend a meeting with the student and the Principal to seek clarification or resolution or establish a plan of support for the student.

When a concern or query arises, parents may communicate with the classroom teacher. Parents are requested to seek a mutually convenient meeting time with the staff member involved to discuss concerns.

If the matter remains unresolved, parents may advise the teacher that they would like a further meeting with the Principal.

Parents are encouraged to gain information from the established channels of communication:

- The Mt Tyson State School Website
- The School Newsletter.
- Parent/Teacher Interviews (Terms 1 and 4)
- Contact teaching staff in non-teaching time
- Contact AO between 11.00am and 3pm on Mon, Tues, Wed or Thurs.

Telephone/Fax
School Telephone 0746937287
School Fax 0746937061
REPORTING

Student reports are provided at the end of each Semester and contain information regarding achievements in each Subject. Parent teacher interviews occur following these reports.

Other reports include:
- Naplan (Yr 3,5)
- Goal setting each 5 weeks
- Ongoing feedback between parents and teachers

WEBPAGE

The School webpage address is: www.mttysonss.eq.edu.au and contains up-to-date information on upcoming school events, class information and key school teaching and learning documents.

SCHOOL NEWSLETTER

Our newsletter hosts current information, P&C News, celebrations and achievements occurring at the School. This is sent home fortnightly as a paper copy via the student and can be accessed on our webpage.

RETURN OF NOTES

Permission notes are often attached to newsletters and can be returned and placed in mailing boxes outside the office.

MONEY COLLECTION

All money sent to the school should be placed in an envelope clearly marked with child’s name, purpose of collection and the amount. All money should be placed in either the P&C Box (P & C ACTIVITIES) or the School Box (SCHOOL ACTIVITIES) located outside the office.

Invoices will be sent home with each child for all events where there is a cost involved. Accounts can be paid by cash, cheque or EFT.

MOBILE PHONE AND ELECTRONIC DEVICES

The use of mobile telephones and electronic devices is prohibited during school hours. All students hand their devices to the office before school.

MEDIA COVERAGE

During the school year, there will be times in which representatives from the media will want to share the success of our students and staff with the public. All media coverage of the school is through and approved by the Principal. This is to ensure procedures are in line with Education Queensland policy and are adhered to. As a parent, your requests about your child’s involvement in media productions will be followed. Media release forms are included in the enrolment package.

USE OF SCHOOL GROUNDS/ FACILITIES

The community is encouraged to make use of the school grounds. However, in the interests of school property, safety and security, persons must obtain permission at all times. Permission must be sought by the Principal prior to entering the premises out of school hours.

HEALTH AND SAFETY

ACCIDENTS

Our procedures are as follows:
- Superficial wounds, will be treated by one of the school’s First Aid Officers
- Parents will be contacted for injuries requiring expert medical attention.
- If no contacts can be reached then an ambulance will be called
- An ambulance and parents will be called immediately when urgent treatment is required.

FIRST AID AND ILLNESS

We will contact parents and the necessary arrangements will be made if a student becomes sick or is involved in an accident during the day.

STUDENTS REQUIRING MEDICATION

The caregiver must provide an Authority to Administer Medication Form (obtained from the office) requesting the administration of prescription medication and a copy of the medication label outlining the doctor’s instructions. The student must hand the medication to the classroom teacher on arrival at school each day.
SCHOOL EMERGENCY PROCEDURES

The School has an emergency procedure (Critical Incident Plan) to manage a number of contingencies which include:

- Lock down procedure
- Fire Drills
Drills occur each term, evacuation maps are located in each room and occasionally Queensland Fire and Rescue and review our operations.

TRAUMA

In the event of a traumatic incident involving students or staff from our school, resources from District Office are made available. These resources may include Senior Guidance Officers, Chaplains and Medical Personnel.

SCHOOL HEALTH SERVICES

A Community Health Nurse visits the school annually. School Dental Services visit the school every 2 years. Parental/Caregiver permission allows students free access to these services. Emergency Dental care is available by contacting:

Dental Service Access –
Toowoomba Oral Health Clinic
Darling Downs Hospital and Health Service
PMB 2
Phone 4616 5497  Fax 4616 6108

BULLYING AND HARRASSMENT

Mt Tyson State School does not tolerate bullying or harassment in any form.
Mt Tyson State School is committed to ensuring that individual differences are recognised, understood and accepted by students and staff. Our community promotes a supportive and safe environment for all members of the community. Further information is contained in our Responsible Behaviour Plan.

LEARNING SUPPORT

Consultation between parents and staff will occur if intervention is required. The following services are available for:-

- Early Childhood
- Intellectual Impairment
- Hearing Impairment
- Visual Impairment
- Physical Impairment
- Autistic Spectrum Disorder

Speech Language Impairment
Learning Support Teacher
Behaviour Management
Guidance Officer

A Speech Language Pathologist also visits the school at regular intervals.

EXTRA CURRICULA

Pre-prep playgroup is offered every second Friday and involves a range of activities and an excellent social setting for parents. Information is placed in the newsletter.

HOMEWORK

Staff has collaboratively developed a homework plan. Procedures will be communicated at the start of each term. This plan will be issued as requested.

RELIGIOUS INSTRUCTION

Non-denominational religious instruction is provided each Friday morning. Permission is required for students to attend. Written permission/exemption forms are included in the enrolment package and further information can be obtained on our web page.

MUSIC PROGRAM

Children participate in Music lessons with a qualified Music Teacher for 45mins each Thursday. Throughout the year children will be involved in Musical performances and productions. Dates and relevant costs will be published in the school newsletter.

L.O.T.E.
(LANGUAGE OTHER THAN ENGLISH)

Indonesian is taught at Mt Tyson State School. Students in year 5/6 participate in a 1½ hour lesson with a qualified LOTE Teacher.

PHYSICAL EDUCATION

Mt Tyson State School students participate in a Health and Physical Education Program for 45mins each week with a qualified PE Teacher.

INFORMATION AND COMMUNICATION TECHNOLOGY

At Mt Tyson State School we believe that a strong and effective use of Information and
Communication Technology (ICT) engages and assist students in their learning and prepares them for a future with ever‐expanding technology applications and opportunities.

Currently in the school we have computer numbers that surpass the EQ standard of one computer for every five students.

We have full internet access and regularly update equipment and have a range of interactive white boards, laptops and iPads.

CAMPS AND EXCURSIONS

Camps and school excursions will be offered as part of our educational program. Every effort is made to keep excursion expenses to a minimum. Yearly excursions include:

- Leadership camp for Year 5/6 students (odd year)
- Sydney/Canberra Excursion for Year 5/6 students (odd year)
- Marine Environment Camp for Year 5/6 students (even years)
- Full day excursion for P-4 students every year
- Excursions organized by classroom teachers to support curriculum learning.

STUDENT LEADERS

Elections will be held at the beginning of each year for students in Year 6 and include School Captains, House Captains and Project Club Executive.

GALA NIGHT / AWARDS NIGHT

- Gala Night will include classroom displays, class presentations and evening meal (end of Semester 1)
- Awards night includes presentations of awards, activities by children & food. (end of Semester 2)

YEAR 6 GRADUATION DINNER

A Graduation ceremony will occur for leaving year 6 students at the end of Semester 2.

STUDENT PROJECT CLUB

The Student Project Club is operated by years 5-6. Many of the activities will involve pupils in all classes. A Chairperson, Secretary, Treasurer are elected annually to conduct meetings. The Student Council allows the children to learn meeting procedures and generally encourages self-reliance. The Student Council assists with many school events and runs functions to raise funds for charity.

WEEKLY PARADE

Every Friday morning, a whole school parade celebrates student achievement. Student of the Week awards and “Gotcha” prizes are presented and parents are invited. Parents will be notified by text message if their child is receiving an award.

SCHOOL SPORT

At Mt Tyson State School we actively encourage students in a wide range of sporting activities with other schools. This may include sport days with other schools or clinics. Dates and relevant costs for all sporting events are published in the School Newsletter.

ATHLETICS CARNIVALS

The purpose of our Carnivals is to encourage maximum participation of students, develop healthy sporting attitudes and promote the enjoyment of sport and recreation generally.

Russell House and Fletcher House compete in our Annual School Carnival on the Mt Tyson School Oval. All students compete in activities on this day. Teams will be chosen for the Rossvale Sports Day

The Rossvale District Athletics Carnival (Biddeston, Southbrook, Brookstead and Mount Tyson) is held annually at the Bridgeman Oval in Pittsworth.

Those qualifying at Rossvale Sports then compete in the Bunya District Sports Carnival held in Dalby annually. For ages: 9—13 years

CROSS COUNTRY CARNIVALS

Mt Tyson State School holds an annual FUN DAY Cross Country event for all students.

Rossvale District Cross Country is held annually at Biddeston. Qualifying Ages are 9—13

Those qualifying at Rossvale Cross Country then compete at Bunya District Cross Country.

SWIMMING

Swimming will be held on three Thursdays in T4 and 2 Thursdays in T1. Children travel to the Pittsworth pool by bus. Travel costs and entry to the pool are subsidized by the government Learn to Swim Program so cost to the families is kept to a minimum.
LIBRARY

Considerable funds have been spent to ensure our school library is of the high standard that it is today. Children are encouraged to use the library and each child is given a library bag.

We also have a "Toowoomba City Council Library Van" that services our community on a fortnightly basis. This is a free service by the council on the second and fourth Tuesday of each month.

TRANSPORT

BUS SERVICES -

Two bus services operate from Mt Tyson State School. For details please contact the office for details or by phoning these bus companies direct.

Arnolds -  Phone: 46 931816
Bongeen - Phone: 46938520

BICYCLES

Children may ride their bicycle to school if parents wish. The wearing of bicycle safety helmets is compulsory in Queensland. The following safety expectations have been established within the school:

- Bicycles are not ridden at any time within the school grounds.
- Children dismount their bicycles once they reach the fence at the front of the school.
- All bicycles to be stored in the racks provided.

PARKING

Parents are asked to park in the areas designated at the car park on Jondaryan Road, or in Main Street at the front of the school.

The principal should be contacted before car entry into the school grounds.

PARENT INFORMATION

P & C ASSOCIATION

The Mt Tyson State School P & C Association recognizes that parents and caregivers have an important role to play in enhancing and enriching the educational and social environment that will shape the lives of our students. P&C activities provide our parents with a forum to voice their opinions and exercise their rights and responsibilities for supporting staff, students and other parents to create a centre for educational excellence. Parents and other interested community members are warmly welcomed to become active members of the Mt Tyson State School P & C Association.

Monthly meetings are currently held at the school on the 2nd Wednesday of each month at 7.00pm (winter months) and 7:30pm (Summer months)
Contact details are in the School Newsletter.

FUNDRAISING

Since the school’s commencement, parents have taken an active role in supporting the school and with the help of the P & C Association; many additional facilities have been provided.

The P & C Association works in close liaison with the Principal to provide educational equipment and aids for the classrooms as well as replenish sporting equipment and fostering the efforts for better facilities for the students and staff.

The school, in partnership with the P & C Association holds annual fundraising activities, and raises funds through the voluntary efforts of the parents interested in the well-being of the school.

TUCKSHOP FACILITIES

Tuckshop is operated on one day each week for both breaks. Families will be asked to place their name on the voluntary work roster which is sent home at the beginning of each term.

Tuckshop menus, rosters and date of commencement will be sent home with the school newsletter at the beginning of each term.

ORDERING: Our tuckshop uses a brown paper bag system. Orders for each break must be written on a separate bag. Money is to be placed in the bag. Baskets are provided in each classroom for students to place their orders. These are then collected before school commences and returned to the classroom at breaks.

TUCKSHOP SIGN-IN

Please ensure you sign the "Visitors to School" register in the office before you commence work in the tuckshop. This is a Fire & Safety requirement of Education Queensland.
HEALTHY FOOD AND DRINK

Schools have an important role in promoting healthy eating and physical activity to students and providing an environment that supports a healthy lifestyle. A healthy diet can improve behaviours critical to educational success.

We encourage all Parents / Caregivers to support the school healthy eating philosophy by sending appropriate food for, lunch and afternoon tea. The school operates under the “Healthy Food and Drink Supply Strategy for Qld. Schools” – Smart Choices.

Our tuckshop is an important part of the school environment as they model healthy food and drink choices that are tasty and interesting. The Smart Choices strategy outlines, foods and drinks and they have been classified into three categories according to their nutritional value: GREEN, AMBER and RED.

**GREEN “Have plenty”** - foods and drinks should be encouraged and promoted,

**AMBER “Select carefully”** - foods and drinks should be selected carefully

**RED “Occasional”** foods and drinks should be limited in their supply across the whole school environment.