



Hillview State School

Prospectus

STAFF:

Years P-3:	Cherrol McGhee
Years 4-7:	Gary Bolton
Teacher Assistants:	Rosalie Jeppesen Julie Melnacic Caitlin Bolton Trish Drynan
Administration Officer:	Rosemary Cullen
Cleaner:	Sharon Yuile
Groundsman:	Ernie Melnacic

PARENT CO-OPERATION:

To achieve a proper working atmosphere in our school in which quality learning can develop depends largely on co-operation and understanding between teachers and parents. This requires the involvement of parents as active participants in the teaching learning process. We, as teachers, rely on parents to give support to the proper requirements of the school for high standards of behaviour. It is hoped that this involvement will promote a positive attitude to school behaviour, so that our children will grow in self-discipline and that a climate of goodwill, harmony and openness will be developed, in which quality education can flourish and conflict diminish. As there is a direct link between student progress and a supportive educational environment, positive parent teacher relationships are seen as essential. Some of the characteristics of these relationships are - courtesy, co-operation, respect, openness, flexibility and trust.

It would be appreciated if you could:

- Provide written or verbal notification regarding children who are absent or leaving school earlier than normal.
- Arrange mutually agreeable times for interviews with teachers.
- Ensure children arrive at school at an appropriate time.
- Instil in children that school is a place for learning.
- Consult the school immediately for clarification when problems arise.
- Inform the school of change of address or telephone numbers.
- Ensure all medicines to be administered in school hours are sent to the office clearly labelled with a medication form completed.
- Reinforce the safety rules for children travelling to and from the school.
- Ensure clothing items are named or labelled.
- Reinforce school dress codes.

CONCERNS PROCESS:

Schools are full of people, and because our business lies entirely in the transactions between them, it is to be expected that, fairly often, something will be a bit out of place or less than perfect as far as someone is concerned. It's just a natural consequence of our setting. We need to acknowledge this reality rather than be defensive about it.

Against the background or general goodwill, these bits out of place are *matters of concern* to us as we seek to have the relationships and the learning of students throughout our school proceed as smoothly as it possibly can.

Principals are the central actors in setting up climates, attitudes and systems that make the clarification of these concerns work as smoothly as possible. We are, after all, the managers of the relationships, and in this respect, we are interested, not in proving ourselves right but rather in figuring out something that will work for all concerned.

Our school is a positive place where good relationships between all concerned are a high priority responsibility shared by everyone.

It is the case with most parents and members of our community that a lot of goodwill exists between all of us. In this sense, we can understand that most of the bits that are a little out of place at times never get to our attention as the vast majority of parents tell their children to quit complaining about nothing and just get on with the job. Others help their children to figure out a strategy that will make things work better.

All in all, we are well-placed with goodwill on side with us to take the initiative in setting up processes that will serve us best in these situations. But we need to have systems and procedures in place to handle situations as they arise.

There are times when parents have concerns about their children's schooling. At these times it is important that there is clear communication of the concerns together with a sharing of all relevant information so that reasonable outcomes may be reached. All parties involved with concerns need to appreciate that there are often different points of view; therefore, at times it may be necessary to reach agreements which may be different from the original desired outcomes of the parties possessing the concerns.

If, through clear communication and goodwill by all parties, uncomfortable situations can be turned into opportunities to find mutually satisfactory resolutions to concerns, then potential losses can be turned into wins for all involved.

Parents may have concerns about:

- academic progress (learning difficulties, special needs);
- disciplinary actions;
- teaching methods;
- interpersonal difficulties (student relationships with teachers and/or other students);
- intrapersonal difficulties (motivation problems, support needs, psychological problems).

It is important that concerns are raised as early as possible so that the escalation of difficulties may be prevented. When concerns are dealt with effectively as they arise, the likelihood of them developing into serious conflicts will be significantly reduced, perhaps even eliminated.

The following is the procedure for raising concerns at our school.

It is realised that parents may feel apprehensive about raising concerns; however, it is in their children's interests that they do so when concerns exist and it is important that appropriate procedures be followed when they are raised.

Most concerns arise from matters that occur in schools, so every effort must be made to resolve them in schools. Agencies outside the schools, including the district office should be approached only on rare occasions to assist with the resolution of such concerns.

The appropriate procedure for dealing with concerns:

- (i) Parent discusses the concern with the class or subject teacher -
 - Arrange a mutually convenient interview time.
 - Clarify issues involved in the concern at the beginning of the meeting (or prior to the meeting if possible).
 - Share available information about the problem.
 - Give the teacher an opportunity to tell all he/she knows of the problem.
 - Take steps to resolve the concern (even if a resolution does not occur there may be a useful exchange of information).
- (ii) Parent discusses the concern with the principal –
 - If the concern is not resolved satisfactorily following discussions with the teacher, then it should be taken to the school principal. Alternatively, the parent and the teacher may agree to ask the principal to act as mediator in an attempt to resolve the concern.

If the concern does not involve the class or subject teacher, the parent should take it straight to the principal and follow the process in (i) above.

There should be a willingness on the part of all parties to recognise the viewpoints and rights of others and to seek resolution of the concern that has been raised. The emphasis should be on reasonableness.

When a concern remains unresolved following the application of this procedure, there needs to be an acceptance that it is unlikely to be resolved and, as in most cases the concern is entirely a school issue, careful consideration should be given before deciding to pursue it further.

Principles Involved in Resolving Concerns

In order to resolve concerns satisfactorily it may be necessary to adopt strategies based on a number of common-sense principles of natural justice, i.e. procedural fairness:

- *Early Intervention* – raise/address the concern in its early stages.
 - *Resolution Close to the Source* – addressing the concern and its issues at the site without involving district and departmental senior personnel.
 - *Non-defensive Behaviour* – assuming good intentions and a desire on the part of the other parties to resolve matters. Deciding not to take the raising of a concern personally.
 - *Problem-solving Approach* – focussing on the problem, not the person.
 - *Resolution Based on Needs* – educating each other about what is most important to all parties about the concern and the issues.
 - *Finding common ground* – identifying and emphasising what is agreed upon and building from there.
 - *Future orientation* – in problem solving, focussing on what can be done to make things work better in the future.
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MEDICATION:**Strict guidelines for medicines in schools**

Strict new procedures have been developed by the Queensland Government regarding prescription and over-the-counter medication in schools. Our school is committed to working closely with parents and students to highlight the risk of students misusing these medications.

All parents/caregivers must:

- Notify our school in writing of a health condition requiring medication at school.
- Request in writing if school staff are to administer medication or assist in the management of a health condition.
- Notify our school in writing of any requests and/or guidelines from medical practitioners including potential side effects or adverse reactions.
- Provide the medication in the original labelled container to the nominated staff member.
- Ensure the medication is not out of date and has an original pharmacy label with the students name, dosage and time to be taken.
- Notify our school in writing when a change of dosage is required. This instruction must be accompanied by a letter from a medical practitioner.
- Advise our school in writing and collect the medication when it is no longer required at school.

We can only administer prescribed medications. This medication should be brought to the office with a completed medication form.

ASTHMA:

If your child suffers from this condition and you wish them to look after their own puffer then you should complete a form and return it to us as soon as possible.

ABSENCE:

If parents choose not to give a reason for their child/children's absence then we must mark that day as an unexplained absence.

Every day counts at our school

Our school encourages all parents and members of our community to support the new State Government initiative to improve student attendance.

The new program – *Every Day Counts* – have four key messages:

- All children should be enrolled and attend school on every school day
- Schools should monitor and create ways to improve attendance in schools
- Attendance is the responsibility of everyone in the community
- Children may find themselves in unsafe situations if they choose not to attend or skip school.

While most student attend school consistently, there is a small number of students who are absent from school without an acceptable reason and this may harm their education.

Going shopping, visiting family, staying up late and being tired or extending school holidays are not acceptable reasons to be away from school.

Research shows that if your child has a record of good attendance, they are more likely to achieve high results in the future.

If your child is away, you need to let the school know the reasons beforehand, or within two days of returning to school.

For more information or if you need support regarding your child's attendance, see our school principal and download the guide for parents at: www.education.qld.gov.au/everydaycounts/

CHILD SAFETY:

I am sure you have heard through media reports of the spate of attempted abductions of children near schools in south-east Queensland. This is of great concern to all of us. A strong partnership approach involving students, teachers, parents, police and the local community is needed to overcome this disgraceful behaviour. These are basic safety principles which should be reinforced including:

- Students should move to and from school in at least pairs
- Students should not talk to strangers
- Students should not accept lifts from strangers. If approached, answer 'No thank you' and move smartly away
- Students should wait within school grounds if they are being picked up by a parent or guardian, and
- Students should notify school staff or parents if they see anyone behaving suspiciously near schools or on the way to/from school.

If this ongoing message is reinforced in our schools all of the time, it may assist in protecting our children.

BULLYING:

An important message for parents and carers about bullying issues

In this time of heightened awareness of violence in schools, I would like to reassure all parents and carers that our school takes a tough stance on bullying.

We do not tolerate any form of violence or harassment.

As principal, it is my number one priority that every student feels safe in our supportive school environment.

I have reminded all students that bullying behaviour is unacceptable and will not be tolerated at this school. I ask that parents and carers take some time to speak with their children about bullying and to remind them of the importance of treating others with fairness, dignity and respect.

If you believe your child is being bullied or may be involved in bullying another student, I also urge you to contact me to discuss the ways we can help to address this behaviour.

Our school community has a number of programs to combat bullying and harassment, including:

- “High Five”
- “Keys for Success”

For more information on these programs, please contact the school office.

Hillview State School takes very seriously its responsibility to keep our students safe and to ensure our school community is free from bullying, harassment and violence.

I urge any parents and carers who are concerned about bullying to contact me directly.

PREVENTING INJURIES FROM LANYARDS AND HAT CORDS

Students may be injured if wearing lanyards, hats with cords or similar items that do not have break away or safety clips which release if the item becomes entangled or caught.

Intentional or accidental grabbing of a lanyard or hat cord can easily occur during play causing pressure on the throat and neck. Entanglement or catching on play equipment can also occur. Should the student or their clothing be caught and they are unable to touch the ground, the student’s weight may be supported solely by the neck and/or the cord. It is important that playground equipment be designed to prevent entanglement or entrapment, however, in conjunction with this measure, clothing and accessories should promote easy release from any entrapment or catch point.

EARLY ARRIVALS AT SCHOOL:

There is no supervision provided for our children before the buses arrive at 7:50a.m. If you need to drop your children off before this time then you should have contacted the principal so that he is aware of it.

PARKING:

Thank you for parking in the correct areas. The safety of our children is our top priority.

UNREGISTERED CARS:

Should not be driven into the school grounds under any circumstances.

CLASS RULES:**YEARS 4-7**

1. Work quietly.
2. Respect people and property.
3. If a person is speaking then we listen.
4. Be well mannered.
5. Be helpful.
6. Treat others the way you like to be treated.
7. Ask for help.
8. Do your best.
9. Use the 5 C's. (Consideration, common sense, courtesy, care and co-operation)

YEARS P-3

1. Always listen to the person talking.
2. Always have a go and then ask for help.
3. Put your hand up when you want to speak.
4. Always try to do our best.
5. Be prepared, Be tidy, Be helpful.
6. Use equipment properly.
7. Work quietly.
8. Be well behaved and well mannered.
9. Care for ourselves and others.
10. Always use the 5 C's - Care, co-operation, courtesy, consideration and common sense.

STUDENT AWARDS:

Student of the Week awards are presented on Monday at our school assembly. One child from each class is selected. We do not present awards in the first and last weeks of each term.

EXCURSIONS FOR YEAR:

- One Arts Council Performance per term (Cost \$6 per child or \$15 per family of 3 or more)
- School Camp – Term 4 (Cost last year \$50)
- Pullenvale Environmental Education Centre (Cost \$10)

Other excursions might be organized throughout the school year.

We feel that prep students are far too young to attend our annual school camp. This would mean that they would need to stay at home as it is impossible to make alternative arrangements for those three days.

TOYS:

Children should not bring toys to school on a daily basis. We are only too pleased to let them bring a birthday toy to show their classmates on a one off basis.

SCHOOL NEWSLETTER:

Our newsletter is issued to the eldest child in each family on a fortnightly basis. Our fortnightly newsletter is available on our website www.hillviewss@eq.edu.au.

CREDIT POLICY:

Our school and P & C Association does not have a credit policy in place. Allowing credit without a credit policy leaves us open to bad debts. In addition monies owed clouds the figures on monthly reports as payments are not recorded in the correct income period.

VOLUNTEER PARENTS:

Should all sign the Volunteer Worker's Timebook in the office.

RELIGIOUS EDUCATION:

Is held at our school on every second Friday. If you don't want your child to attend then please write us a short note stating so. A new note is required each year.

NEW DETAILS:

If there is a change in any of the details given to us on your original enrolment form then you need to contact our office. The office is open on Tuesday and Thursday.

RECEIPTS:

All monies paid to the school are receipted. These receipts are given to the eldest child in each family to give to their parents.

PREP YEAR BIRTH CERTIFICATES:

If you have a child commencing school next year then we must sight a birth certificate or extract to verify their date of birth before they can start school.

SCHOOL ANNUAL REPORT:

Is available on our website www.hillviewss.eq.edu.au
A paper copy is also available on request.

PREP STUDENTS:

All Prep students should carry a spare set of clothes in their school bag.

MOBILE LIBRARY:

The Beaudesert Mobile Library will be in Cahill Park every second Thursday. All community members are welcome to use this library.

INSTRUMENTAL MUSIC:

Is conducted every Tuesday. We still have instruments which are available for this program. If your child is interested then please contact the principal as soon as possible.

UNIFORMS:

It is very pleasing to see so many of our students wearing our school uniform. Uniforms can be purchased through our tuckshop on a Friday. A price list is available at our office.

SWIMMING INSTRUCTION:

The cost is \$3.00 per week and should be sent to school on swimming days. The swimming season takes up 5 weeks in term 1 and 5 weeks in term 4. Each child needs a swimming bag or plastic shopping bag for their togs and towel. **All children must wear a sunshirt or T-shirt. No shirt no swim. (Ed Old policy).**

BOOK CLUB CHEQUES:

It would be appreciated if any cheques for book club are made out to Hillview State School P&C Association.

STUDENT DISCO:

These are held in the first three terms of the school year.

OPEN MORNINGS:

Are held throughout the school year.

REPORT CARDS:

Are issued on the last Wednesday of semester one and semester two.

PARENT/TEACHER INTERVIEWS:

Are held in the last two weeks of term one and term three.

BOOKLISTS:

Are issued on the last Wednesday of semester two.

IMPROMPTU INTERVIEWS:

“Have you got a minute” is a familiar phrase but never a reality. If possible parents are asked to ring and make an appointment if they wish to discuss a major concern about any aspect of their child’s education. A mutually agreeable time can then be arranged which is convenient to both parties. Impromptu interviews before school can only contribute to our teachers being ill prepared for the day ahead. We are most willing to deal with minor or urgent matters on an impromptu basis.