

WONDAI P9 STATE SCHOOL



PROSPECTUS – 2019



Y_ES!

Expect Success



Y_ES!



Y_ES!

Kids Matter

WELCOME – PARENTS, CARERS and STUDENTS

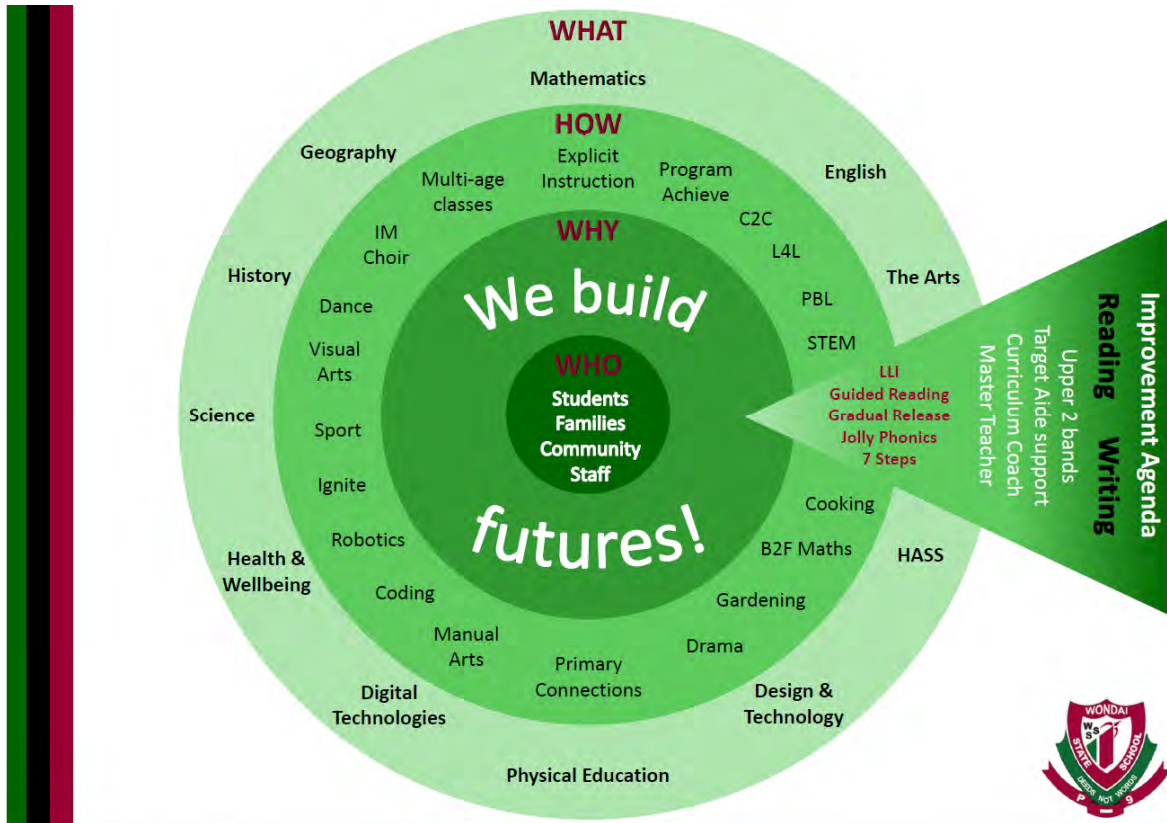
Congratulations! You have made an excellent choice for the education of your children! Our staff will work in partnership with you to ensure that we uphold our BELIEFS and EXPECTATIONS in all of our daily interactions. Our school is a YES! school and ALL we do must reflect our beliefs (YES!) and support our VISION – Every child learning every day! We achieve this through:

Our YES! beliefs:

- You can do it!
- Expect success!
- School is cool!

Our expectations:

- We are *Responsible*
- We are *Respectful*
- We are *Safe*



Our school caters for the needs of pupils from Primary (PREP to Year 6) to Junior Secondary (Years 7 - 9). Students generally continue their education beyond Year 9 at Kingaroy State High School or Murgon State High School.

This document is also on our school's website as are all forms required for parents. I look forward to your continued support.

Principal
Peter Sansby

Head of Student Services
Mr Guy Davis

Head of Department
Helen Ross

HISTORY

The Primary School was opened on 2 May 1905. The Secondary Department was opened in 1964 while in 1973 the Primary section of the school was moved into new buildings alongside the Secondary Department. The Pre-School (now PREP) opened in 1977, and a Library was opened in 1979. Our secondary department celebrated 50 years in 2014.

CONTACTS for PARENTS

SCHOOL PHONE NUMBER	4169 2333	WEBSITE	http://www.wondaiss.eq.edu.au/
SCHOOL "ABSENCE" NUMBER	4169 2360	SCHOOL EMAIL	the.principal@wondaiss.eq.edu.au
SCHOOL "FAX" NUMBER	4169 2300	EQ WEBSITE	http://education.qld.gov.au/
P&C PRESIDENT – Vicky Parry	4169 2333	FACEBOOK	www.facebook.com/Wondaiss

STAFF

PRINCIPAL	Mr Peter Sansby	HEAD OF DEPARTMENT HEAD OF STUDENT SERVICES	Mrs Helen Ross Mr Guy Davis
EARLY YEARS Prep – Year 3	Teachers Mrs Sarah Brigden Ms Leah Campbell Mrs Kareena Jukes (Prep) Mrs Jo Larson (Prep) Mrs Vanessa Sansby	Teacher Aides Mrs Beris Hansen Mrs Lyn Hill (Prep) Mrs Carol Newson Mrs Vicky Parry	
MIDDLE YEARS Years 4-5	Teachers Mrs Melissa Forsythe Mrs Mary Rub Mrs Frances Wyeth	Teacher Aides Mrs Angela Davis Mrs Caren Gscheidle Mrs Kym McKay Mrs Narelle Wenck	
SENIOR YEARS Years 6-9	Teachers Mr Michael Boyle (SYP (Leader) Ms Lena Freeman Mrs Lisa Seymour Mr Charles Neville Mrs Libby Edwards	Teacher Aides Mrs Angela Davis Mrs Caren Gscheidle	
JAPANESE	Mr Sonny Pellinkhof		
GUIDANCE OFFICER	Mrs Jennifer Davies	ADMINISTRATION STAFF	Mrs Debbie Weber Miss Julie-Anne Ogden
INTRUMENTAL MUSIC	Ms Nadine Grey	SCHOOL CHAPLAIN	Mr Cameron Rub
INDIGENOUS LIAISON OFFICER	Dean O'Chin	CLEANERS	Ms Theresa Gilbert Mrs Avon Stumer Miss Kylie Wilkinson
COMPUTER TECHNICIAN	Camden Fackrell	JANITOR/GROUNDSPERSON	Mr Stephen Carige
		SCHOOL NURSES	

SCHOOL STRUCTURE

Early Years / Middle Years (Prep – Yr 5) operate on a primary school model with Senior Years (Yr 6 – 9) operating on a high school model.

STUDENT DRESS CODE

The school community strongly advocates the universal wearing of school uniforms by students from Prep to Year 9 when at school or when attending school related activities. This supports:

- a safe environment for learning by enabling ready identification of students
- the elimination of competition in dress/fashion at school, and
- a sense of belonging, and minimising visible evidence of economic or social differences.

In responding to students who are inappropriately dressed or do not conform to the policy, the Principal/HOSS may:

- offer appropriate items from a bank of uniforms items held at the school
- take action that prevents risk to the student, discuss the issue with parents to resolve the issue
- impose sanctions, which do not impact on the student's academic prospects, and
- in special circumstances, exempt a student from the requirements of this policy.

STUDENT APPEARANCE

Students are to present in a clean and tidy manner. For safety reasons, and to minimise the issues of loss and theft, the following guidelines (adopted by the P & C) apply to the wearing of jewellery:

- Students may wear one watch, one wrist bangle or chain and one flat signet ring
- Only one neck chain may be worn inside the line of the shirt
- Ear rings – 2 studs of studs or small sleepers worn in each ear
- Only one flat nose stud. NO other facial piercing is allowed
- Jewellery must be removed for HPE/sport, Manual Arts or other lessons as determined by teachers, in the interests of safety
- **STUDENTS MUST NOT EXPECT THE SCHOOL TO ALLOW EAR RINGS/PIERCINGS JUST BECAUSE THEY HAVE HAD THEM DONE OVER A SCHOOL BREAK, AND THEY ARE NOT "READY" TO BE TAKEN OUT.**



PRIMARY



SECONDARY

'LOWES', KINGAROY supply our uniforms - PHONE: 4162 1239 Shop 41/42 Kingaroy Shopping World, Corner of Alford & Youngman Streets

The school uniform adopted by the P&C as follows:

UNIFORMS - GIRLS (Prep - 6)

- Shorts/skorts/skirts (Black)
- Primary polo shirt
- White socks
- Black shoes or clean joggers (preferably black)
- **WINTER** – black tracksuit pants and other suitable long black pants, with maroon or bottle green jumpers.
- Note – black tights may only be worn under shorts/skorts with black shoes

- Students are discouraged from wearing “Skate” (or similar) shoes as they are not good for the long-term health of their feet, legs or back, and not flexible for sport.

UNIFORMS - BOYS (Prep - 6)

- Shorts (Black)
- Primary polo shirt
- **WINTER** – AS PER GIRLS

- White socks
- Black shoes or clean joggers (preferably black)

YEARS 7 to 9: GIRLS – “Junior Secondary” shirt

- Secondary Polo Shirt
- Shorts/skorts/skirts (Black) suitable length
- Socks and shoes – as for primary
- **WINTER** – AS PER PRIMARY
- Note – black tights may only be worn under shorts/skorts with black shoes
- Note – secondary students may wear a plain black jumper

YEARS 7 to 9: BOYS – “Junior Secondary” shirt

- Secondary Polo Shirt
- Shorts (Black)
- Socks and shoes – as for primary
- **WINTER** – AS PER PRIMARY
- Year 7 to 9 students may be disciplined for NOT following our school dress code

HATS

The school provides all new students with a bucket hat. All students are to wear bucket hats. Hat colours are: Prep to Year 6 bottle green and Years 7 to 9 are black. ALL hats are to be clearly named.

FORMS/ATTACHMENTS (Available at the office or <http://www.wondaiss.eq.edu.au/>)

- | | | |
|--|--|----------------------------------|
| • Parent Contribution Scheme – 2019 | • Student Resource Scheme – EQ form | • Excursion/Medical Consent Form |
| • Textbook Hire/Resource Scheme – 2019 | • Voluntary Financial Contribution – EQ form | • P&C Membership Form |
| • School Account Details – 2019 | • Enrolment Agreement Form | • Responsible Behaviour Plan |
| • Stationery Lists - P-6 and 7-9 | • Medication Consent Form | |

PARENTS AND CITIZENS ASSOCIATION

Come along and be involved in making your child’s education the best it can be! Voluntary work from parents is sincerely appreciated. Why not be a part of:

- meetings - parents support and ideas are very welcome
- fund raising - critical to provide for major projects to benefit every child
- parent input - when major areas being reviewed eg. policy, uniforms etc.
- classroom and tuckshop volunteers - a great way to meet other parents, and see students learning!

The Annual General Meeting is in February, general meetings will be advertised in the Newsletter. Membership Forms (with this package and on website) are completed each year.

ADMISSION - NEW ENROLMENTS (including Prep and other year levels)

Children born between 1 July 2013 and 30 June 2014 will be eligible for PREP in 2019. Students in PREP must have reached the age of 5 years on or before the last day of June in the year prior to their enrolment. Please note that PROOF OF BIRTH DATE will be required. Parents/Caregivers enrol their student at the school office. Birth certificates are required for all new enrolments.

SCHOOL LEAVING AGE

Young people are required, by law, to stay in school until they finish Year 10 or turn 16, whichever comes first. Young people will then have to take part in education and training for a further two years or until they have:

- gained a Queensland Certificate of Education (QCE); or
- gained a Certificate III vocational qualification; or

- turned 17.

Young people will be able to leave education to work during this time, as long as they work at least **25 hours a week**.

STUDENT COUNCIL

A Student Council operates within the school. Class Representatives (elected from Years 3 - 9) are elected. Regular, formal meetings are conducted throughout the year. Minutes are kept, and business is actioned by students.

SCHOOL ROUTINES

ARRIVAL TIMES A *reasonable* arrival time is **8.30 am**. Students arriving before that time must report to the school library. Formal supervision of students in other areas of the school cannot occur before 8:30am. NOTE – All students can enter the playground and access BREAKFAST CLUB (Tue. Wed. Thur.) after 8:30am.

TIMETABLE The whole school operates on a TWO BREAK day. This structure best supports non-interrupted learning.

- Rolls are marked by Class Teachers at the start of the day, and after second break.

		ACTIVITY
BELL TIMES	8.50 am	ROLL MARKING
	9.00 am	Period 1
	11.00 am	FIRST BREAK
	11.30 am	Eating
	11.50 am	Period 2
	12.30 pm	Period 3
	1.30 pm	SECOND BREAK
	1.50 pm	ROLL MARKING / Eating
	2.00 pm	Period 4
	3.00 pm	FINISH

ATTENDANCE and ABSENCES

Students must attend everyday (as every day counts!!). The Education Act prescribes compulsory attendance and clearly defines what a reasonable excuse is for non-attendance. Parents/Caregivers are required, by law, to ensure that their children attend school on all days including sports days and excursion days, unless a valid reason for absence exists, e.g. illness, bereavement. All absences must be **explained on the morning of the absence**. The school uses a SMS notice system to alert parents to student absences.

The following methods can be used to explain the absence

- Phone call to the absence line **41 692 360**
- Reply to SMS
- Face to face with office staff
- Letter or email

Parents/caregivers are to notify the school if students are or will be absent for a test/exam.
Extended absence - parents/caregivers are to notify the school a few days in advance.

LATE ARRIVALS / EARLY DEPARTURES

If students arrive late (after 8:50am) to school, for any reason, they must **report to the office immediately**, to be issued with a "late slip". They should hand this to their class teacher or the teacher of the first class they have after their arrival. Parents must accompany students in to the office if late.

Early departures are **NOT** encouraged but when this is necessary, students must be signed out at the office if leaving during the day.

LEAVING THE SCHOOL GROUNDS

Parents wanting students to leave the school grounds for lunch/other purpose should submit an **application for permission** addressed to the Principal or HOSS. For safety reasons, this practice is discouraged. Students **MUST EXIT** through the OFFICE.

APPOINTMENTS / INTERVIEWS

Parents/caregivers are welcome to view the school in operation and to discuss aspects of the school and their student's progress with school staff. However, it is desirable that an appointment is made, through the office, to ensure that staff are available. Appointments are requested with Administration staff, in the office.

VISITORS

Persons wishing to talk to students during school hours need to contact the office. Students are not able to receive telephone calls. If deemed **URGENT**, a message will be relayed.

MOBILE PHONE POLICY

Students may bring mobile phones to school, but the phones must be checked into the office and left there. They will then be collected from the office at the end of the school day. Refer to the schools Responsible Behaviour Plan for more details. Phones will be confiscated if this policy is not followed.

Parents wishing to communicate urgently with students must use the normal school phone system. A message will be relayed to the student who can call their parent back using a school phone from the office. Where required, a parent may be put through to the student.

SCHOOL COMMUNICATION

The "**Weekly RAPP**" newsletter is issued **every Wednesday** advising parents of news, activities, and coming events. Parents are encouraged to view the newsletter from the website or have them emailed directly. Please notify administration of your email address.

The school Facebook page is used to relay many types of messages and communications. Please like and follow our page to keep up to date www.facebook.com/WondaiSS.

ILLNESS/INJURY AT SCHOOL

A student who becomes ill should ask the class teacher's permission to leave the classroom, then report to the office with the appropriate form. Any student who sustains an injury at school must report or be reported to the office immediately. Information will be recorded in the "**Accident Register**" and appropriate action will be taken regarding first aid and/or medical attention and parents/caregivers contacted if necessary.

ADMINISTRATION OF MEDICATION

Should medication, prescribed by the student's doctor, is to be administered while the student is at school or involved in school approved activities, the following procedures must be followed:

- **Medication Permission** forms must be obtained from the office or downloaded from our website prior to administration of any medication.
- The instructions for the administration of the medication **MUST** be written on the container by the pharmacist at the doctor's directions. The instructions need to indicate specific **TIMES**, as well as the **QUANTITY** of medication to be administered.
- ALL medication must be **handed in at the office** for safe keeping. Inhalers should be kept at the school office.
- **NON** prescribed oral medication (such as analgesics and over the counter medication) **WILL NOT** be administered by school staff. Under **NO** circumstances should these medications be sent to school to be retained by/used at student's discretion.

MONEY/VALUABLES

If money is brought to school for a specific school activity, it should be **taken directly to the office**. Under no circumstances should a student leave money/valuables in bags. Valuables should not be brought to school. No responsibility is taken for losses.

LOST PROPERTY

If property is lost, students should check the lost property box outside of the staffroom. All clothing belongings should be **clearly marked**.

BICYCLES / SCOOTERS / VEHICLES

- Bicycles are to be "parked" in the bicycle stands. It is assumed that young children who ride bicycles to school have been given road safety lessons by their parents. The school promotes road safety (including bicycle safety and the wearing of bicycle safety helmets) through lessons. Children should not borrow another student's bicycle.
- A "scooter" rack is to be used for students who ride their **OWN SCOOTER** to school.
- The Council has provided **PARKING BAYS** in front of the school to allow parents/caregivers to embark-disembark their children in safety. **CARS MUST NOT BE DRIVEN INTO THE SCHOOL GROUNDS OR PARKED ILLEGALLY IN UNMARKED AREAS.**

TRANSPORT FACILITIES

Allan's Bus Service operates to the school within the Wondai/Cushnie area. Please contact Allen's for detailed information on 41 685 811.

USE OF SCHOOL FACILITIES OUTSIDE SCHOOL HOURS

Permission to use the school grounds outside school hours can be obtained from the Principal/Head of Department. The Tennis Courts are available for public use (free of charge) provided that prior approval has been given.

HOMEWORK POLICY (EXPECTATIONS)

- Daily home reading (and sight word practise for early years) is expected for every student – other learning areas are available if parents choose to participate.
- Please negotiate homework with your child's teacher.

YEAR LEVEL		TIME PER WEEK (max)	BRIEF DESCRIPTION OF HOMEWORK TASK OPTIONS
JUNIOR SCHOOL	PREP	50 minutes (10/day)	Reading (with another adult or older sibling) Sight words, other small tasks.
	1	50 minutes (10/day)	Reading (with another adult or older sibling) Sight words, other small tasks.
	2	60 minutes (12/day)	Reading (with another adult or older sibling) Other work that may include spelling/writing/maths.
	3	90 minutes (18/day)	Reading (with another adult or older sibling) Other work that may include spelling/writing/maths.
MIDDLE SCHOOL	4	90 minutes (18/day)	Reading plus other work that may include spelling/writing/maths.
	5	150 minutes (30/day)	Reading plus other work that may include spelling/writing/maths.
	6	150 minutes (30/day)	Reading plus other work that may include spelling/writing/maths. Other activities may be included.
JUNIOR SECONDARY SCHOOL	7	225 minutes (45/day)	All Learning Areas may have homework. Components of assessment / assignments may be included.
	8	250 minutes (50/day)	All Learning Areas plus assessment / assignments.
	9	300 minutes (60/day)	All Learning Areas plus assessment / assignments.

CURRICULUM

Developmental programs, based on the Australian Curriculum, are offered from Prep to Year 9. Numeracy, Literacy and the integration of ICT (Information, Communication and Technology) underpin all units of work. Years 7-9 undertake IGNITE programs, drawn from The Arts and Technology. Learning areas include:

- English
- History & Geography
- Health and Physical Education
- Technologies
- Civics
- Maths
- Science
- The Arts
- LOTE (Japanese Year 5 ,6, 7 & 8)

EXTRA-CURRICULAR ACTIVITIES INCLUDE:

- Choir (Junior & Senior)
- Instrumental music (and band) – Years 5 to 9
- Robotics
- Breakfast Club (Tuesday Wednesday & Thursday)
- Science Engineering Challenge – Years 7,8 and 9
- Class excursions and camps to support learning
- Inter-cluster & district sporting meets (Years 4-9)
- Leadership camps for student leaders

ASSESSMENT AND REPORTING – PRIMARY and SECONDARY

Tests (verbal, written, systemic, and diagnostic) throughout the semester, together with assignments and/or projects and monitoring of class work, are all methods of assessing continuous student progress. A teacher's anecdotal record keeping is a significant component of monitoring of student learning. All the results of the continuous assessment of your student's progress are considered for each LA (Learning Area) and the student's overall progression. Reporting takes place:

- Mid semester 1 (approximately April) – progress report. Interviews are encouraged.
- End semester 1 (June) - This is a more comprehensive report. Interviews are encouraged.
- End semester 2 (December) - Interviews by request.

The school has a comprehensive Assessment Schedule for the consistent and regular monitoring of all aspects of literacy and numeracy. This schedule may be viewed at any time, and parents may speak with teaching staff about this. Student progress is tracked against regional benchmarks and "traffic light" graphs are used to track distance travelled (eg. Red → yellow → green).

PERSONALISED LEARNING – HOT SHOTS!



Individual targets are set for key focus areas, with the major emphasis on READING.

Wondai State School is proud of its unique "personalised learning" journeys, which are being tracked using our HOT-SHOTS process.

In 2019 every student will have a negotiated HOT-SHOTS for READING, NUMBER, WRITING, SPELLING, BEHAVIOUR and ATTENDANCE.

ASSIGNMENT POLICY – YEARS 7 TO 9

Assignments which contribute to the decision making about a student's level of achievement for their various subjects must satisfy the following criteria:

They must be the student's *own work*; and presented by the *due date* unless an extension has been granted by the Principal/HOD who sees that exceptional circumstances exist such as:

- extended absence due to illness, supported by a medical certificate or through parental communication;
- absence due to bereavement or other special circumstance on the due date, supported by parental communication, where it was not possible to convey such assignment to school, via a friend or relative.

Assignments, which satisfy the above criteria, will be assessed and certified towards the student's level of achievement. When a final assignment is not submitted or is submitted late, the assessment will be based on the in-class achievement of that student during the assignment writing process. Assignments will be given "school time" to enable students to clarify doubts and to consult with teachers. This ensures no student is in doubt about what is required. Assistance can also be provided. The onus is entirely upon the student to ensure the task is completed. Extra home time will almost always be required.

STATIONERY LISTS (P-9), CONTRIBUTIONS (P-9), TEXTBOOK HIRE SCHEME (7, 8 & 9)

All stationery requirements are attached for parents. The school follows DETE guidelines and any "contributions" are clearly labelled as either "user-pays" eg. swimming or "voluntary". Debt collection may be exercised for non-payment of "user pays" items.

Secondary students have a Textbook Hire and Resource Scheme. All forms are on the website and available through the school office. Payments are able to be organised through Centre Pay. We also have EFTPOS facilities available.

Non-compulsory activities may not be offered to families who have not organised payment plans for 'user pay' items.

SCHOOL SPORTING HOUSES

The school is represented by two house teams - Russell (RED) and Burnett (BLUE). As a rule, children of the one family belong to the same house. A house is allocated to children as they enrol. Students are able to wear "house colours" on various sports' days.

NOTICE FOR RELIGIOUS INSTRUCTION IN SCHOOL HOURS (YEARS 1 TO 6)

Parent permission is requested for Religious Instruction prior to program commencement in Semester 2. Wondai's program follows departmental guidelines and all documentation around approvals is available for sighting through the office.

CHAPLAINCY PROGRAM

Parent consent, or in some cases, the student's consent is required for participation in specific activities with religious or spiritual content. The Chaplain is available on Monday, Tuesdays and Wednesdays.

STUDENT USAGE OF INTERNET/INTRANET/EXTRANET *and* CONSENT TO USE COPYRIGHT MATERIAL, IMAGE, RECORDING or NAME

Parents are required to complete the form attached to the enrolment form, prior to any approvals being granted. The forms (which include more details) are available on our website or from the school office.

SCHOOL EXCURSIONS

All excursions will be approved by the Principal. Longer excursions (camps) are endorsed by the P&C at the start of the year. For every excursion, a medical and consent form needs to be completed by parents. Parents can access this from our school's website. Full payment is required prior to all excursions.

Excursions that have surplus funds for any activity will be treated as follows:

- In the instance that the surplus is in excess of \$10 per student, then a credit balance will be issued to each family's account. If your family account shows monies owing to the school (eg: resource hire/excursion), this refund will be automatically transferred to reduce the balance outstanding. If your family account shows no monies owing to the school, you are eligible for a refund or credit remaining in our system for you to use. If you would like a refund you will be required to complete our Request for Refund form.
- In the instance that the surplus is less than \$10 per student, the school will apply the surplus funds to another activity to reduce the cost for the same students.

Excursions that have a deficit funds will be funded by the school. Parents will not be expected to pay additional costs.

EVACUATION AND LOCKDOWN PROCEDURES

Procedures have been adopted which promote speedy evacuation of the buildings in case of emergency. Regular practise is given in these procedures. A series of three short bells and/or a siren is used as the warning signal for evacuation.

TUCKSHOP

Tuckshop will be held once a week on a Wednesday.

HEALTHY CHOICES

Schools are required to promote and encourage healthy eating. We promote the benefits of what healthy eating does for young people, and the impact this has on life-long habits. Summarised information from the department's Smart Choices information:

Why is healthy eating important for your child?

Healthy foods and drinks give children and young people the nutrients they need to:

- grow and develop
- concentrate and learn well at school
- stay healthy throughout childhood and adulthood.

Children don't always know what food is best for them — they need to be guided. Healthy eating means choosing a wide variety of foods every day from the five food groups:

- plenty of vegetables of different types and colours
- fruit
- grain (cereal) foods, mostly wholegrain, such as breads, cereals, rice, pasta and noodles
- meat and poultry, fish, eggs, nuts and seeds, legumes/beans
- milk, yoghurt, cheese, and their alternatives.

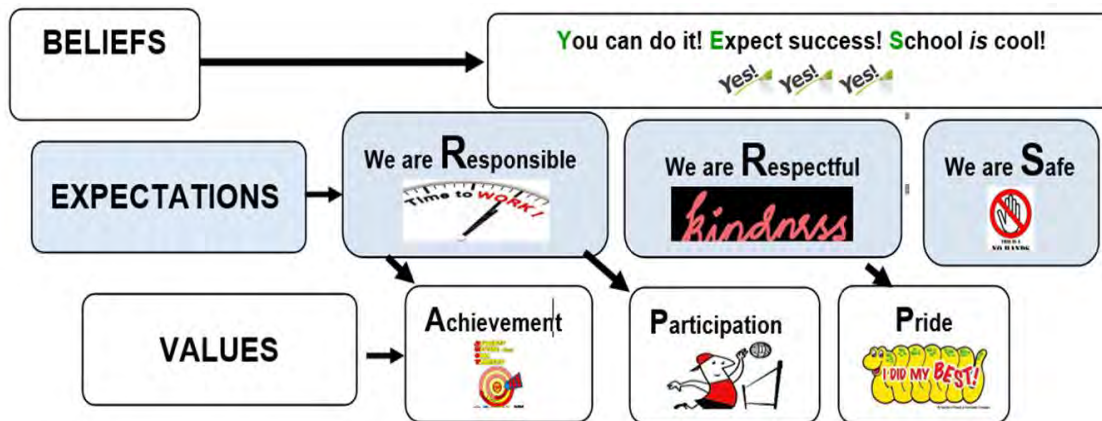
Always start your child's day with a healthy breakfast. If you pack a lunchbox for your child, include at least one item from each of the five food groups listed above for healthy growth and development. And remember, water is the best thirst quencher!

As there is a strong link between diet and behaviour, our school supports healthy options for students.

RESPONSIBLE BEHAVIOUR PLAN (summary – full version available at school or on website)

Our YES! Beliefs, values and our expectations are made “real” through our Positive Behaviour for Learning (PBL) approach to behaviour, where expectations of behaviour and engagement are explicitly taught.

Our school's positive rewards scheme – GOING FOR GOLD, constantly reinforces POSITIVE CHOICES made by students. Students receive tokens when they meet the school's behaviour expectations. Each term, they strive to achieve the highest Club; Club 300. Students also receive rewards for Club 100 and Club 200. Clubs are set at the beginning of the year and our Student Council decides rewards.



Kids Matter