

ALLENSTOWN • STATE • SCHOOL

Established 1877

Parent Information Booklet

'Onward and Upward'



*Embrace the Past,
Empower the Future*

Principal's Welcome

Allenstown State School has a long history and proud tradition of providing quality educational experiences to Rockhampton students. Beginning in 1877 the school has undergone many transformations to stand as it does today, and through this time has served the learning needs of over 20 000 students. We are a co-educational state primary school that caters for all students from Prep to Year 6.

Our school vision '*Embracing the past, Empowering the Future*' reflects our commitment to delivering contemporary learning experiences, while valuing our past, to prepare our students for life and work in the 21st century.

Our motto is 'Onward and Upward'. Our core purpose is to be highly respected in the local and wider community for our high standards, quality student achievements, effective teaching, and successful relationships.

At Allenstown State School, you will find committed and professional staff who know their students well and have high expectations for their social and academic success. Along with prep, primary and special education teachers, the school has specialist teachers for physical education, music, instrumental music, information literacy (teacher-librarian), a Closing the Gap teacher and a teacher of Japanese. We also have trained staff to support students with special needs including an intervention teacher for Prep to Year 2, support teacher for literacy and numeracy, a guidance officer and chaplain.

The school leadership is comprised of Principal, Deputy Principal, Head of Curriculum and Head of Special Education Services.

Our curriculum programs reflect the Australian Curriculum and the Queensland Curriculum Assessment Framework. Our explicit improvement focus areas are reading comprehension, writing, spelling and maths. Our school has improved our students' achievements in NAPLAN and other standardised testing through attention to teaching strategies that are responsive to student needs, frequently monitoring every student's achievements and ensuring our resources are utilised effectively.

Another aspect of school life that plays an important role in our school community is our sports programs. Students participate in sporting competitions with other schools, including swimming and athletics, or participate in sporting activities at school where members of the local sporting community coach our students in sports not generally available to primary students (eg. lawn bowls, indoor bowls, cheerleading, karate, badminton, circus skills). The Arts is another important part of our school community. All students participate in the Annual Speaking Competition, the Annual Talent Show, and the Christmas Concert. Every year, older students also join with the local high school to perform in a community concert called MADD (Music and Dance and Drama).

ICTS are an integral part of the teaching and learning in every classroom. Several staff has high-level skills and knowledge and mentor other staff. Students have access to the computer lab and class computers. Students with disabilities have access to iPads for their daily learning.

As a school we implement the program, School Wide Positive Behaviour Support, and have clear and positive expectations for our school community: *Always Learning, Always Present, Always Respectful, Always Safe*. To support our students to be successful, the school provides social and emotional learning programs throughout the year, including protective behaviours, cyber-safety and careers education. Leadership programs are a focus for girls and boys in the last two years of school, these programs being conducted and supported by community groups in our school.

Attendance Policy – Everyday counts

Our Wraparound Services Centre, one of our National Partnership Strategies to build student wellbeing, collaborates with community organisations to provide our parents with opportunities to learn about and access programs that can assist their families. The school works with local Indigenous Elders and community groups to help our students achieve well academically and socially.

Our parent body, Parents and Citizens Association, is a very supportive group and works tirelessly with the school community to raise funds for our students and provide perspectives about school direction and focus as we work together to achieve our core purpose.

2017 Staff Directory

Principal	Gary Lynn		
Deputy Principal	Samantha Howard		
Head of Student Services	Lizz Aspinall		
Business Services Manager	Karen Faulkner		
Administration Officers	June Knight	Leanne Palfrey	Melissa Weber
Guidance Officer	Melaine McAllum		
Head of Curriculum	Karin Tanzer		
Pedagogy Coach	Terry Thirkettle		
Classroom Teachers	Kristy Elson	Luke Fallon	Lynn Fetzer
	Fiona Halliday	Lyn Harth	Sarah Houlihan
	Veronica Luckel	Mel O'Keeffe	Cathy Smith
	Lachlan Spyve	Deanne Toby	Shiralee Warcon
	Megan Wyland	Kelly Pearson	Emma Baldwin
	Helen Barnes	Linda Callaghan	
Classroom Teacher Aides	Liz Bickey	Jenny Smith	Aria Smith
	Karen Latham	Michael Smith	Cassidee Haynes
	Reagan Austin	Amanda Kelly	Sharon McBryde
	Kyllie Moyle	Lena Krapkat	Marita McArthur
Special Education Teachers	Val Bishop	Amber Shackleton	
Special Education Teacher Aides	Fiona Summers	Denise Latimer	Anel Fourie
Instrumental Music Music	Leisa Dalglish Jim Ryan	Peter McCabe	
Physical Education L.O.T.E (Japanese)	Nicole Dow Kristy Elson		
Support Teachers for Learning Difficulties	Renee Steinhardt	Kaylene Roser	Stacey Lanham
School Chaplin	Sam Whittington		
Schools Officer	Fred Von Allmen		
Tuckshop Convenor	Kylie Tunsted		
Cleaning Staff	Barbara Hixon Ashley Backhouse	Clive Knight	Thomas Bisoy

2017 Calendar

January	
18-20	Student Free Day
23	Term 1 commences
26	Australia Day
March	
31	Term 1 finishes
April	
14	Good Friday
17	Easter Monday
18	Term 2 commences
25	ANZAC Day Holiday
May	
1	Public Holiday – Labour Day
June	
15	Rockhampton Show Holiday
23	Term 2 finishes
July	
10	Term 3 commences
September	
15	Term 3 finishes
October	
2	Public Holiday – Queens Birthday
3	Term 4 commences
16	Student Free Day
December	
8	Term 4 finishes

Office hours are 8:15am to 3:30pm Monday to Friday

Daily Routine

Normal school hours are 8:45am to 2:45pm. (Students should be at school by 8:35am.)

Morning Session	8:45am – 10:45am
First Lunch	10:45am – 11:30am
Middle Session	11:30am – 1:00pm
Second Lunch	1:00pm – 1:30pm
Afternoon Session	1:30pm – 2:45pm

Absences

If your child will be absent for any reason please call 4930 0111 and leave your child's details or send a note to the classroom teacher. Following this procedure will mean your child will have no unexplained absences. Every term letters are sent to parents to ask why their child has three or more unexplained absences. See the Attendance Policy on our website or ask for a hard copy from the office. Everyday counts at school in your child's education.

Appointments

Please phone 4930 0111 and make an appointment if you wish to see the Principal or Deputy Principal as it is not always possible for you to be seen due to prior commitments and appointments.

Banking

Children have the opportunity of banking at the school each Thursday morning by depositing money with the Commonwealth Savings Bank. P&C representatives conduct the student banking electronically.

Complaints

From time to time you may have concerns about your child at school or the operations of the school. Please talk to the class teacher or school staff as these concerns may grow into bigger issues if they are not dealt with. We have a Complaints Management Policy available on our website and from the office.

Curriculum

Allenstown State School has a rigorous School Curriculum Plan that describes curriculum, pedagogical practices, assessment and reporting expectations for every student. The curriculum is based on the Australian Curriculum for English, Maths, Science, History and Geography. Other subjects are based on the Queensland Curriculum Assessment Reporting Framework: Music, The Arts, HPE, Technology, Lote (for Years 6).

Dental Services

The School Dental Service conducted by the State Department of Health provides, on a voluntary basis and without charge, regular care for all children of primary school age in Queensland. The treatment is provided by both Dentists and Dental Therapists working under the general direction and control of the dentist. Enquiries regarding dental treatment should be directed to the Allenstown Clinic the number is (07) 49222673.

Late Arrival/Early Departure

If students arrive late or depart early from school, parents and /or authorised persons are required to come to the office to register the absence and receive a Late Arrival/Early Departure slip.

Emergency Information

Information given on the Admission Form provides the school with family information and details of physical and health problems, which the school should be aware of. The form also provides information for contacts in cases of emergency. **Emergency contact details need to be kept up to date in case of illness or accident. PLEASE ADVISE THE OFFICE OF ANY CHANGES IN THESE DETAILS.**

Enrolment

Sometimes changing schools is unavoidable but "staying put" in one school for at least one year can improve educational and social outcomes for young people.

We take new enrolments at any time of the year. It is important that parents have an appointment to meet the Principal or Deputy Principal as soon as possible after children are enrolled.

Let's Stay Put - For Literacy and Numeracy One Child, One School, One Year!

Simple Steps

1. Collect an enrolment package and make an appointment to have an interview with the Principal or Deputy Principal.
2. Arrive for your interview with signed enrolment form, birth certificate and where necessary the student's passport, birth certificate, Australian citizenship document, Permanent Residence status or eligibility under a Visa Category. Other documents that detail court orders, parenting agreements and care arrangements will also be required to establish the official school record.
3. The following day your child will be enrolled in their class.

Please note: Other forms will be completed in partnership between the school and the parents to enrol a student with a disability.

Library

We have a well-resourced Library at Allenstown State School. Classes have a regular borrowing time each week. Students Prep to Year three require a library bag for borrowing. This needs to be something that is big enough to hold most books, and will protect the books from issues such as leaking water bottles in schoolbags. Students Prep to Year Two may borrow one book each week. Students Years Three to Six may borrow two books per week. Please encourage your child to care for their library book and keep it in a safe place, ready to return each week. Parents will be asked to pay (via an invoice) for any books lost by their children. The standard cost for all lost books is \$10 each.

Lost Property

Lost property is stored in containers under the main building (A Block), near the boy's toilet. All clothing, books, instruments, etc. must bear the owner's name. Large sums of money or valuables e.g. jewellery, game boys, MP3 players, iPods etc. should not be brought to school. At the end of each term all lost property not claimed will be disposed of.

Medication

There are guidelines under which medication can be administered by school staff. These guidelines are listed below:

- Medication is only administered by school staff with the permission of the Principal.
- Should medication prescribed by the student's doctor require administration while the student is at school, the parent or caregiver must, in the first instance, make a written request to the Principal.
- Instructions for administering medication **MUST** be written on the medication container provided by the pharmacist at the doctor's request. The instructions on the medication container **MUST** indicate the dosage and frequency that it is to be administered.
- At all times student medication is to be kept at the office. The exception to this is that of inhaler therapy for asthma. On written permission from a parent/caregiver and with the approval of the Principal, a student may be responsible for an inhaler. It is important that this written permission be sought so that the school is fully aware of medication that the child could have taken at school, all unused medication will be returned to the parent/caregiver.

The points below mean that the school will not administer:

- Non-prescribed medication e.g. over the counter medications, medication with a pharmacist label only
- Panadol unless prescribed
- Medication that is in the name of another person
- Medication that is outside the use by date
- Medication that is presented in envelopes, plastic pockets or wrapped in Glad Wrap etc

Mobile Phones & Electronic Devices

Parents are required to sign a form if students are carrying a mobile phone or electronic device to and from school. These items are to be handed to the office each day and retrieved by the student at the end of the day.

Money Collections

When children are required to bring money to school please ensure that you have:

- enclosed the correct money and forms in an envelope (it is impossible for the school to give change);
- written the child's name, class, the activity and the amount enclosed on the envelope;
- sent the money on or before the closing date; and
- make cheques payable to Allenstown State School.

Eftpos facilities are available for payments in the administration office.

Please also note that the school does not refund payments for \$5 or under.

Newsletters

The school newsletter is forwarded home every Wednesday by email or as a paper copy.

Notices

Other notices and information are forwarded home in the form of a written note with the child/children involved. Teachers should be contacted by way of a short courteous note.

Parents' and Citizens' Association

Membership of the Association strengthens your position as a parent, since you show your son or daughter, by example, that education is worth striving for. Your Association meets on the third Tuesday of each month at 5:30 pm in the staffroom located in the new administration building. Meetings are advertised in the newsletter.

All Welcome!

Reporting to Parents

Report cards are issued to Years 1 to 6 at the end of each Semester. Prep student portfolios will be presented to parents at the end of the year. Optional Parent Teacher interviews are held in conjunction with the issuing of written reports. Parents may request an interview with the teacher and this meeting will take place upon mutual agreement between parent and teacher. Parent Information Sessions are held in the first six weeks of Term 1 for all classes.

Special Education Program

***‘Fairness does not mean everyone gets the same.
Fairness means everyone gets what he or she needs.’***

The Allenstown Special Education Program (SEP) provides support for students, teachers and parents. Whilst our primary focus is Students with Disabilities we do offer support to other children if possible.

The SEP caters for all disabilities. These include Intellectual Impairment (II), Speech Language Impairment (SLI), Physical Impairment (PI), Vision Impairment (VI), Hearing Impairment (HI) and Autistic Spectrum Disorder (ASD).

All students with disabilities need to be verified under the Education Adjustment Program. This requires a diagnosis from the appropriate personnel; this is then verified and a profile completed for the child showing the frequency of adjustments being made for the child to access the educational program.

Once a student has been verified an Individual Education Plan (IEP) has to be developed. This involves parents, class teacher, SEP teacher and any specialists working with the child. These plans are reviewed in November each year.

The Special Education Program at Allenstown is run on a model of inclusivity. This involves students participating in classroom activities and excursions with their regular class for the majority of the school day. The students may receive support in the classroom by Unit staff or be withdrawn for small group instruction.

Facilities

The SEP has a fully functional kitchen, laundry and a secure play area. Whilst there is a secure play area each student is given the opportunity throughout the week to go to the main play ground with adult supervision. This provides the students with different social interactions and a wider range of play equipment. These facilities are used by the whole school to provide learning experiences for the students.

Special Education Staff

The Special Education Program is lead by the Head of Special Education Services. The SEP has two special education teachers and three teacher aides.

Education Queensland Therapists provide programs for students with disabilities in the areas of Occupational Therapy, Physiotherapy and Speech Language Therapy.

Programs/Activities

The Unit offers a variety of programs and activities. These include:

- Academic support – instruction in literacy and numeracy
- Cooking – reading recipes, food preparation, table manners
- Cleaning – washing, ironing, sweeping, mopping the floors, dusting
- Gardening – planting, watering, weeding, using gardening tools
- Woodwork – using tools, measurement (Items may be purchased for a minimal fee otherwise the items will be sold on the SEP fundraising stalls during the year)
- Scrapbooking – to develop literacy skills, fine motor, presentation of work
- Social Skill Development – through games, puzzles, specific focus lessons, craft activities
- Community Access – shopping, bus travel, road safety, stranger danger
- Lunch time Options – Playstation, board games, toys, dress up, colouring, computers
- Gross Motor Activities – obstacle course, climbing, running, jumping, balancing
- Fine Motor Activities – cutting, pasting, threading, colouring, drawing, construction, puzzles, lego

Student Dress Code

Allenstown State School is a strict uniform school. We have the support of our Parents and Citizens' Association to promote 100% adherence to the uniform. Our student dress code consists of an agreed standard and items of clothing, which includes a school uniform that Allenstown State School students wear when:

- attending or representing their school;
- travelling to and from school; and
- engaging in school activities out of school hours.

UNIFORMS AVAILABLE FROM – “Inferno”, 179 East Street Rton. Ph 49140702

School Standard	Parents are advised that	Consequences
<p>Girls Summer Uniform: * Navy blue pleated wrap around skirt, shorts or skirts * Allenstown polo shirt embroidered with “Allenstown State School”.</p> <p>Boys Summer Uniform: * Navy blue school shorts or basketball shorts * Allenstown polo shirt embroidered with “Allenstown State School”.</p>	<p>Allenstown is a uniform school where students are encouraged to wear the uniform. Clothing that is ‘offensive or likely to disrupt or negatively influence the normal school operations’ is not permitted.</p> <p>Shorts are to be navy in colour with no brand names. Long leg cargo shorts are not uniform.</p> <p>To represent the school on excursions, interschool sport etc all students are to wear the appropriate Allenstown uniform. Students not wearing the uniform are required to bring an explanatory letter from their parents.</p>	<p>Students wearing inappropriate clothing or apparel will be asked to dress appropriately.</p> <p>Students not wearing school uniform will be ineligible to represent the school away from the campus.</p>
<p>Hats: Navy Bucket Hat with Allies embroidered on the front OR Navy blue broadbrim hat OR Navy blue legionnaires cap.</p>	<p>Non-wearing of an Allies navy bucket, broadbrim hat or legionnaires cap is ‘likely to result in a risk to the health of the student’. Allenstown follows the Sun-Safe guidelines of the Queensland Cancer Society. Regular caps are not permitted and will be considered as ‘no hat’.</p>	<p>Students who do not have a sun-safe hat for PE will be required to wear a legionnaire’s cap from a bank of hats held at school.</p> <p>Students who do not have a sun-safe hat will be excluded from activities in the sun during play breaks.</p> <p>Students who do not have navy headwear will be ineligible to represent the school away from the campus.</p>
<p>Footwear: Fully enclosed shoes preferably black</p> <p>Socks: White Sports</p>	<p>Non-wearing of shoes could be ‘unsafe for the student or others’. Shoes with high heels or platforms, thongs, slip ons, skate shoes and sandals are not suitable.</p>	<p>A student will be asked to replace his/her shoes and will be excluded from all outdoor activities until suitably attired.</p>
<p>Jewellery: * Watch * Flat signet ring * Small plain sleepers or stud earrings * Medical alert bracelet or necklace * Items of significant religious belief with notification to administration</p>	<p>Other jewellery may be ‘unsafe for the student or others’ as such items could become caught in play equipment or could come into contact with another student causing injury. Students will be requested to remove or tape jewellery during some sport.</p>	<p>A student wearing other jewellery will be asked to remove the item and if necessary give it to the teacher for safe-keeping for the remainder of the day.</p>
<p>Nail Polish:</p>	<p>Only clear nail polish is to be worn as other colours are ‘likely to disrupt or negatively influence the normal school operations’.</p>	<p>Students wearing coloured nail polish will be asked to remove it by the next day.</p>
<p>Hair: Collar length hair is to be plaited, braided or tied back with appropriate accessories (navy blue or yellow in colour is preferred)</p>	<p>To reduce the transfer of headlice long hair is to be plaited, braided or tied back with school colour hair accessories. Long hair not tied up could be ‘unsafe for the student and likely to result in a risk to health and safety of students and others’. Dyed hair and inappropriate hairstyles could ‘negatively influence the normal school operations’.</p>	<p>Students will be encouraged to tie back long hair.</p>
<p>Helmets: Students riding bikes are legally required to wear helmets</p>	<p>Helmets must be securely fastened. Non-wearing of helmets is against the law and could be unsafe for the student.</p>	<p>If necessary the police will be contacted.</p>
<p>Boys and Girls Winter Uniform: Navy, fleecy- lined jacket, jumper or sweatshirt (zip front, round neck or V neck) with optional gold embroidery “Allenstown State School” on left hand side OR Allies Sports Jacket. Allies Sports Jackets are special orders and advice will be given in the newsletter when the order will be placed.</p>		

When students are representing the school on formal occasions (e.g. eisteddfod, public presentations) it is expected that students will wear the full school uniform including “Allies” socks and black shoes.

In all of the above circumstances parents/caregivers can be notified by letter that their child is not complying with the Student Dress Code. Chair Bags, Library/Swimming Bags, Swimming Caps and Bucket Hats are available at the administration office.

School Wide Positive Behaviour Support

The school has four very clear expectations for behaviour by all, staff, parents and children

- Always Respectful
- Always Learning
- Always Safe
- Always Present



A copy of the Responsible Behaviour Plan is available on request or on the website.

Supervision

Children are not to be in the school grounds before 8.00 am.

For safety reasons it is advisable they arrive no earlier than 8:30am when the majority of classrooms will be attended by staff. All children are to sit in the Covered Play Area on arrival at school. The bell goes at 8:35am when they proceed to class.

Swimming

Swimming is offered as part of the Physical Education program for Year 1 to 6 in Terms 1 and 4 and for Prep students in Term 4.

Each student participating in the swimming program needs to wear a sun- safe shirt, swimming cap and sunscreen.

Telephone calls to teachers

It is policy that teachers do not come to the telephone during school time or when on another duty. Therefore calls to teachers should only be made when a note is not possible.

Transfers

When you know you are leaving please notify the office so that we can ensure that your student's belongings are collected, any school equipment/books are returned to the school and necessary data is collected ready to be forwarded to the student's new school.

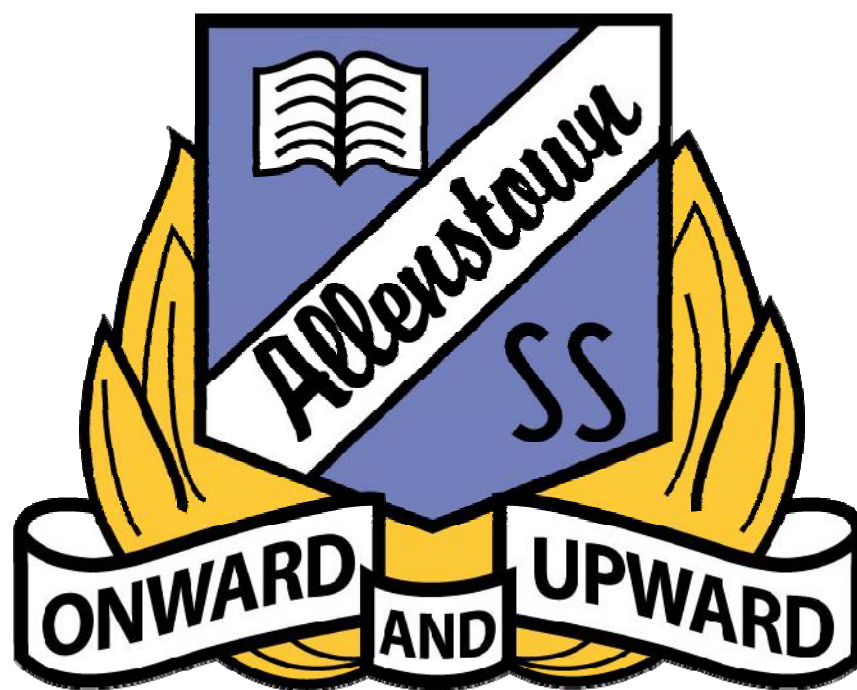
Upon enrolling at another school within Queensland, the student record is transferred from the old school to the new school via a transfer note. In cases where a student has moved from interstate, principals with appropriate consent are able to obtain student information from the previous school using Interstate Student Data Transfer Note.

Other Information

Hats are available from the Tuckshop & Inferno for \$12.00

Available from the school office:

Library Bags	\$8.00
Chair Bags	\$10.00
Swimming Caps	\$2.00



Allenstown State School
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