HEBEL
STATE SCHOOL

Parent Handbook
2016

Only Our Best Will Do!
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Dear Parents

Welcome to Hebel State School. This parent handbook is designed to acquaint families with the facilities provided at this school, the organisations and associations supporting it, and other various items relating to school procedures and routines. Whether your child is coming to school for the first time or continuing their education, I would like to assure you of our vital interest in every aspect of your child’s development. As Principal of Hebel State School, I will endeavour to do all that I can to allow your child to grow socially, achieve academically and develop a love of learning in a safe and supportive environment.

To achieve our goals we need the assistance of all parents. As parents, you are your child’s first teachers and we rely on your active interest, encouragement and support. Students need prior experience and learning to make the most of their early education and we invite you to meet with our teaching staff if you have any questions about how you can best support your child’s education at home.

Hebel State School attempts to make the latest technology available to students and teachers and we are continually reviewing these resources in order to stay on top of the latest technological advances. Our classrooms are modern learning environments with iPads, data projectors and an interactive whiteboard; integral to classroom teaching and learning. We believe in creating innovative learning environments which is evident from our whole school pedagogical framework and timetable. Our multi-age learning environment offers great benefits to students and teachers and our unique approach to seeing the school as a whole, rather than two classrooms, sees quality teaching time given to all students. Please feel free to visit your child’s classroom and talk to our wonderful staff if you have any questions about our teaching and curriculum.

The following booklet contains information on policies, procedures and general information about the school. We hope it will be of use throughout the school year. Please retain it as a reference or find it on our school website at www.hebelss.eq.edu.au.

Our school’s motto of “Only Our Best Will Do” typifies our school community’s belief that through hard work and effort, students will be rewarded with a satisfying and worthwhile education.

We feel that this motto also relates to the many valuable staff, volunteers and parents, and through a combined effort we can ensure a quality education for all of the students in our school. So as your child begins this next chapter in their life I ask that you commit to their education and work together with the school to make sure your child receives the best education possible.

Yours in education,
Ms Emily Robinson
Principal

Only Our Best Will Do!
<table>
<thead>
<tr>
<th>Term</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Term 1</td>
<td>Monday 25th January – Thursday 24th March</td>
</tr>
<tr>
<td>Term 2</td>
<td>Monday 11th April – Friday 24th June</td>
</tr>
<tr>
<td>Term 3</td>
<td>Monday 11th July – Friday 16th September</td>
</tr>
<tr>
<td>Term 4</td>
<td>Tuesday 4th October – Friday 9th December</td>
</tr>
</tbody>
</table>

*Please check the school website for other important dates as they become available throughout the year.*
STAFF DIRECTORY

SCHOOL STAFF:

Teaching Principal: Ms Emily Robinson

Teacher Aides: Mrs Selina Halls
Mrs Shelley Johnston
Mrs Lisa Knight

Administration Officer: Ms Kim Burke

Cleaner/Groundsperson: Mrs Sue Guihot

VISITING STAFF:

LOTE Teacher Ms Ruth Davies

Instrumental Music Mr Luke Todd

Local Supply Teachers: Mrs Kathryn Burrell
Mrs Pam Crothers
Mrs Annie Carson
Mrs Karen Sullivan

Guidance Officer Mrs Annette Woodrow

Speech Pathologist Ms Christina Thomson

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PARENTS’ & CITIZENS’ ASSOCIATION EXECUTIVE OF 2015:

President            Mr John Knight
Secretary            Mrs Rosemary Knight
Treasurer            Mr Grant McCumstie
Uniform Convenor     Mr Grant McCumstie

PARENTS’ & CITIZENS’ ASSOCIATION MEMBER REGISTER:

Due to the regulations of the QCPCA Constitution it is necessary for P&C Association members to register in order for their vote to be recognised and officially counted.

Please fill in the attached form and return to:

The Secretary
Hebel State School P & C Association
c/- Hebel State School
41 Maud Street
HEBEL, QLD, 4486

Alternatively leave the form at the school office for collection by the Secretary. Forms must be received by the first Parents’ and Citizens’ Meeting in 2016.

Please direct any queries to The President or Secretary.
8.30 am  Students may enter the school grounds, prepare belongings and move to play areas when a staff member is present to supervise them.

8.45 am  School commences – ‘Smart Moves’

10.00 am  Fruit Break (fruit or raw vegetables only)

11.00 am  1st Break commences

11.45 am  Debriefing

12.00 pm  Students return to class

1.30 pm   2nd Break commences

1.50 pm   Debriefing

2.00 pm   Students return to class

3.00 pm   School finishes

A bell is rung to signal times to enter the classroom which is the responsibility of the staff member on duty. The playground is supervised during all break times, by either a teacher, a teacher-aide or both.

Students are not to enter the school grounds before 8.30 am. Teachers-Aides are not rostered on playground supervision prior to 8:30 am hence it is difficult to adequately supervise students and to provide a safe play environment.

Students are expected to be collected promptly or to proceed home independently immediately upon dismissal from school. There is no after school supervision.

**Permission to leave School Grounds:** - No student may leave the school grounds between the time of arrival and dismissal without a written or verbal request from a parent/guardian and the permission of the Principal. Students collected before the close of school or arriving late must be signed out in the Early/Late Departure Register located in the office.

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**UNIFORM**

*Official School Unisex Uniform as listed below:*

- Official blue and red polo shirt with ‘Hebel State School’ emblem embroidered (available through P&C)
- Navy shorts (Navy skirts or skorts optional for girls)
- Official blue and red bucket hat (sun safe) with “Hebel State School” emblem embroidered (available through P&C)
- Navy tracksuit for winter (Leggings are not acceptable forms of outerwear)
- Plain white socks
- Black shoes (either leather or jogger)
- Sports joggers are permitted on PE lesson days.
- Red, white, blue or black hair ties/scrunchies/headbands
- Jewelry kept to a minimum (small earrings, watch)

- Uniform items can be purchased from the P & C Association. Winter items are available seasonally. Please contact the Uniform Convenor for pricing and availability.

- All clothing is to be labelled with the student’s name. Lost items will be deposited into a Lost Property Box. Abandoned clothing will be donated to the second hand uniform pool at the end of the year.

**SCHOOL LEADERS**

School Leaders are chosen from the Year 6 cohort as representatives for the school. All year 6 students are eligible to be chosen as School Leader. Hebel State School regards a School Leader to be a student who;

- Leads by example, both inside and outside of the school,
- Fosters friendship amongst the students at Hebel State School,
- Consistently respects staff, students, parents and members of the Hebel community,
- Represents Hebel State School with pride and passion,
- Holds themself accountable to our school motto and school values,
- Works with honour and honesty.

A badge is presented to the School Leaders in a ceremony held during Term 1.

*Only Our Best Will Do!*
LEARNING AREAS

Hebel State School offers instruction in all key learning areas:

- English
- Mathematics
- Science
- History
- Geography
- Health & Physical Education
- The Arts
- LOTE (Language Other Than English).
- Technology.

At Hebel State School, computing skills and technology is seen as a key area and is integrated across the learning areas in many ways. Students are given access to the Internet and Email after an Internet Agreement form is signed by the student and their parent/guardian.

RELIGIOUS INSTRUCTION

All students receive religious instruction every week for 30 minutes. A non-denominational approach applies. At this time there is no community member available to facilitate Religious Instruction.

All parents need to complete the religious education consent form at the commencement of schooling at Hebel. This form remains current until advised otherwise.

Students not participating in religious instruction lessons will participate in an alternative work program.

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In line with Education Queensland policy, Hebel State School has offered full-time Prep enrolment since 2012. All new Prep enrolments must include a birth certificate. For more information, or an enrolment form, please see our helpful administrative staff.

During the year, Prep students will encounter a variety of activities centred around the Australian Curriculum while being supplemented with play and enquiry-based learning. The Prep Curriculum requires individual play, small group co-operation and large group participation. The Prep students are also integrated into the whole school timetable despite being members of the early primary classroom.

Where possible, the Prep program is planned to cater for your child’s interests and abilities and foster their creativity and problem solving skills through positive development.

During Prep, students:
- use positive language and communicate with others,
- form basic concepts which will help them understand their world,
- develop self-confidence and independence,
- make new friends and learn how to share and co-operate with others,
- solve problems through investigations,
- develop fine and gross motor skills.

The Responsible Behaviour Plan for students was reviewed and amended during the 2013 school year. This revision process included consultation from the P&C and the renewed Responsible Behaviour Plan for Students has been provided to all families and is available on the school website. If you require a replacement hard copy please contact the school office.

The school’s Responsible Behaviour Plan outlines the rights and responsibilities of the students, staff and parents and the procedures for dealing with discipline in the school.

Bullying and any other form of offensive, deceitful, unsafe or disrespectful behaviour will not be tolerated.

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**TUCKSHOP**

Tuckshop is run by the Hebel Store on Thursdays, offering our students a wide variety of healthy menu choices. A copy of the menu is available upon request from the Hebel General Store.

Parents are requested to place orders with the Hebel Store directly. Orders will then be filled by the Hebel Store and returned to the school in time for the students’ lunch break. Tuckshop is only available during 1st break.

**PUBLIC SPEAKING**

The school conducts a Public Speaking Competition for Years 4-6 students. The winner is invited to participate in the Balonne Area Public Speaking Competition in Term 4. Younger students deliver a speech to their peers in preparation for Years 4-6.

**SCHOOL SPORT**

The school encourages all eligible students to attend selection trials for the Balonne District. These occur in:

- softball
- netball
- basketball
- touch football (girls and boys)
- rugby league
- soccer (girls and boys)
- tennis
- swimming
- athletics
- cross country
- cricket

**Cross Country** - The school fosters training for the cross country competition prior to the district trials.
**Athletics -**
Hebel participates in a Dirranbandi District ‘Inter-house Carnival’ conducted at Dirranbandi State School. This event acts as a selection trial for the Balonne District Carnival, usually held in St George.

**Tennis -**
Enquiries regarding tennis should be made to the Hebel Sports Association.

**Swimming -**
In Term 4, weekly lessons will be delivered as part of the Physical Education curriculum. A Small Schools Swimming Carnival is held in St George in Term 4. Parental assistance is required to transport children.

**INSTRUMENTAL MUSIC**

Hebel State School students from Year 4 - 6 may participate in Instrumental Music tuition. Music lessons take the form of fortnightly face to face sessions facilitated by Mr Luke Todd from St George. The following instruments are typically available:

 Clarinet  Flute  
 Trumpet  Saxophone  
 French Horn  Trombone  
 Tuba  Percussion

Instruments are available for loan via cluster arrangements. A Loan Agreement form must be signed by parents. An annual fee may be payable to the school to cover servicing and maintenance costs. Parents will be liable for any careless or deliberate damage to instruments. Students are also encouraged to privately borrow or purchase instruments.

Students receive at least a half hour lesson each fortnight. During the year the following activities are available for band members, usually held in Charleville, Roma or St George:

- Beginners’ Music Camp
- Primary Music Camp
- Winter Music Carnival
- Music Festival

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All Band members are **expected** to attend the activities which are relevant to them.

Students will become eligible to play in the Balonne Combined Schools Band and the Maranoa Area Band. Children will also be able to sit for AMEB (Australian Music Examination Board) examinations for their instrument. These qualifications are recognised by all schools and universities throughout Australia.

**COMMUNITY SERVICE**

Hebel State School encourages community involvement in many facets of the school’s operation. As such our students are expected to participate in community initiatives such as the public Anzac Day Ceremony.

**CULTURAL ACTIVITIES**

Hebel State School participates in cultural activities such as NAIDOC celebrations and the Queensland Arts Council circuit productions where possible. Students’ attendance fees, where applicable, are the responsibility of parents.

**EXCURSIONS**

Excursions in and around the community may be organised by teachers. A yearly permission form completed at the start of the school year will cover students’ participation in such events with parents expected to advise the school of any changes to details, particularly medical information.

Other excursions, especially those organised by outside bodies, will still require individual signed permission and medical forms as indicated by the Principal.

Any parent transporting children other than their own to school-related activities and excursions are required to inform the school immediately and complete paperwork stating that their driver’s licence, car registration and third party insurance are all current and up to date.
OPERATING PRINCIPLES:

1. Set homework will be given to all students.

2. Reading is compulsory homework each night. Nightly reading MUST be completed to achieve improvement in language and literacy and evidence of this will be recorded in a reading diary.

3. If no homework is set, students are expected to spend an appropriate time on reading and mental computation. Students are encouraged, where available, to access online support programs such as, ‘Mathletics’ and ‘Raz Reading’. A number of free and paid apps are available for Ipads and smart phones which will support independent learning at home. Please make sure you read the fortnightly newsletters for the latest information regarding teaching and learning.

4. Parents and students are asked to advise the classroom teachers when a difficulty in completing homework arises so that appropriate support can be provided by the classroom teacher.

5. Homework Club will be offered from 8:30 – 8:45 each morning. It is important to note that Homework Club is not a substitute to completing homework at home, rather a small opportunity to seek support from teaching staff to answer questions, complete difficult sections or to take on independent learning.

6. From 2014, homework completion rates will be recorded on semester reporting.

7. Pupil’s Responsibilities:
   • take home appropriate books and material
   • complete homework tasks
   • hand in completed homework
   • attend homework club when needed

8. Parent’s Responsibilities:
   • provide suitable area and environment for homework (quiet, no TV, etc)
   • listen to children read nightly
   • assist with spelling and tables daily

9. Teacher Responsibilities:

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• ensure homework is a mixture of independent learning and a consolidation of weekly concepts, aligned to the students’ individual academic ability.

The homework guidelines for different age groups are as follows:
• In the Prep year, generally students will have a home reading book each night
• Years 1 – 2 up to - but generally not more than - 1 hour each week
• Years 3 – 7 up to - but generally not more than - 2-4 hours each week

Hebel State School prides itself on high attendance rates and in 2016 we will strive to achieve 95% attendance across all year levels.

If your child is going to be absent from school, a written note explaining their absence is required prior to, or upon return to school. A phone call or email to the Principal will also suffice with an email being the preferred option. Please leave a message on the school answering machine if the office is unattended.

Although unexpected and emergent travel is acceptable, planned long weekends and holidays during the school terms are not reasonable excuses for student absence. Even one day away from school can have a detrimental effect on their learning as the table below indicates.

<table>
<thead>
<tr>
<th>If our students miss...</th>
<th>That equals...</th>
<th>Which is...</th>
<th>And over 13 years of schooling that’s...</th>
<th>Which means the best our students may achieve is...</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 day a fortnight</td>
<td>20 days a year</td>
<td>4 weeks a year</td>
<td>Nearly 1.5 years</td>
<td>Equal to finishing in Year 11</td>
</tr>
<tr>
<td>1 day a week</td>
<td>40 days a year</td>
<td>8 weeks a year</td>
<td>Over 2.5 years</td>
<td>Equal to finishing in year 10</td>
</tr>
<tr>
<td>2 days a week</td>
<td>80 days a year</td>
<td>16 weeks a year</td>
<td>Over 5 years</td>
<td>Equal to finishing in Year 7</td>
</tr>
<tr>
<td>3 days a week</td>
<td>120 days a year</td>
<td>24 weeks a year</td>
<td>Nearly 8 years</td>
<td>Equal to finishing in year 4</td>
</tr>
</tbody>
</table>
Students who are absent for an extended period of time may be supplied with ‘carry on work’ upon request. If requesting work to be faxed or emailed home, we would ask that this be done outside of class times and with enough notice for teachers to prepare the necessary work sheets.

Work children can do at home or on vacations includes:
- reading silently or to an adult
- writing a letter to a friend or back to school
- filling in a diary - parent can help with spelling and expected handwriting
- spelling revision
- money problems
- maths ‘times’ tables
- instrumental music practice
- online programs or educational apps

MEDICATION AT SCHOOL

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.
- Complete the ‘Administer Medication Request’ form.

Only Our Best Will Do!
A school-based newsletter is produced each fortnight. Over 50 copies are distributed throughout the Hebel School Community, to all school families and to those community members who request it. To ensure efficiency and to cut down on paper wastage, the preferred method for distribution is email. All parents will receive a hard copy of the newsletter until notified of their preference for electronic delivery. If you would prefer to receive the newsletter via email, please send your request to the.principal@hebelss.eq.edu.au.

Community groups and individuals may insert notices that have relevance to the students or school community. Notices for the Newsletter need to be received in suitable time before publication.

The Hebel State School website contains information and events relating to the school, as well as school-based documents such as the Annual School Report and Curriculum, Teaching and Learning Audit report. The Hebel State School website can be found at www.hebelss.eq.edu.au.

Pictured below is our home page.
Students are able to purchase books monthly through the Scholastic Book Club. Order forms are sent out accompanying the Newsletter. Cheques are to be made payable to Scholastic alternately you can pay online. Please advise the office if you do not wish the books to be handed to your child.

The School conducts Scholastic Book Fairs during the year, typically in Term 4. A percentage of funds raised by the Book Fair is returned to the school to be spent on resources for the school library.

The School Picnic and Presentation Night is held annually in Term 4. The following Awards are presented:

- Spirit of Hebel Award (QCWA Dirranbandi Branch)
- Junior Achievement Award (Rory & Joan Treweeke)
- Senior Achievement Award (Douglas & Lorraine Crothers)
- Junior Sports Award (The Cross Family)
- Senior Sports Award (Ralph & Barb Benz)
- The Robyn Kennedy Memorial Trophy (Kennedy Family Perpetual Trophy)
- Hebel Shining Star Award (Brian Mac Perpetual Trophy)

All of our annual awards and trophies are judged and decided upon using set criteria. Judges decisions are final and justification will not be entered into.
Teachers will report to parents formally in writing at the end of Term 2 and Term 4. These reports will be sent home via students, during the last week of the term. Parent/Teacher interviews will be conducted end of Term 1 and Term 3 upon request.

The school operates an open-door policy and concerned parents should feel free to approach staff to arrange a time for consultations and interviews throughout the year. It is the responsibility of both parents and teachers to make contact to discuss any issues that may arise with a child’s learning. Successful learning experiences are shared with students daily during class time and celebrated through weekly awards, the newsletter and at special community occasions throughout the year.

An invitation to participate in a student resource scheme will be extended to parents at the end of 2015. In order to take advantage of bulk order pricing, the school will purchase these items and parents will be invoiced for the cost. All booklist invoices need to be paid in full by the end of Term 1. A discrete payment plan can be set up at the office to assist with regular payments if required.

Hebel is a “community school” which invites your full participation and involvement. Parents and other community members are encouraged to become active participants in the life of the school and the education of their children. Some ways you may become involved are:
Parents and Citizens’ Association

The P&C meets once a term after school and is a great chance to have input into school operation and issues that affect your family. Notices of meetings are advertised in advance via email and newsletter. This Association plays an integral role in setting the school’s overall improvement agenda.

Volunteer Aides

Parents’ and community members’ time is valued in the classroom and the school. If you would like to volunteer some time, please let your child’s class teacher or the Principal know. The class teachers will negotiate with volunteers on the times and activities they can help with. All helpers must sign a register which is kept at the school. Any volunteers other than a parent are required to hold a valid “Working With Children” Blue Card.

Community Use of the School Oval and Multipurpose Court

Community use of the school sporting facilities is encouraged. However this use is at the discretion of the Principal and permission must be sought.
Application for P&C Membership for 2016
Hebel State School P&C Association

Please complete and return to the P&C Secretary

Name: ...........................................................................................................................

Address: ...........................................................................................................................

Phone: ............................................................................................................................
Mobile: .............................................................................................................................

Email: ...................................................................................................................................

Membership: New / Renewal (please circle one)
I am a parent / caregiver / community member (over 18 years of age) at the school (please circle one)

I agree to be bound by the constitution of the P&C and by all valid resolutions passed by the Association. I agree to work within the boundaries of the Education (General Provisions) Act 2006. I agree to be bound by Education Queensland’s Code of Conduct which includes the following:

- Personal Privacy – information obtained as a P&C representative MUST be considered confidential and treated accordingly

- Courtesy, respect, dignity and fairness will be observed at all times

- Discrimination against any person will not be tolerated (refer Anti-Discrimination Act 1991)

Signature: ..........................................................................................................................
Date: .....................................................................................................................................

P&C Secretary Use
Date received: ........../....../........ Date accepted: ........../....../........

Secretary’s signature: .................................................. Entered in P&C Register: □