RANGEVILLE STATE SCHOOL

"LEARNING, ACHIEVING & GROWING EVERY DAY"

Information Booklet for students and their families
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PRINCIPAL’S WELCOME

Dear Parents and Carers

Welcome to a really good school committed to becoming a great school.

Since our opening in 1909, Rangeville has built a solid reputation for high quality education with a tradition of engaging curriculum programs, improved learning outcomes for all students and the maintenance of high academic achievement and disciplinary standards.

Rangeville has a history of success. A committed staff supported by student families and the broader community have achieved high level student results. Our students learn in a positive environment. There is an expectation that all children at this school will be able to work and play in an ordered, safe, secure and warmly supportive and productive learning environment.

This school has built a solid reputation for quality curriculum with a range of quality teaching programs that align with the national Curriculum and Education Queensland’s Curriculum to Classroom (C2C) framework. Our school aims to be innovative as we prepare young people to live in 21st century society.

These aspirations are being achieved with co-operation and support from all members of our school community – staff, students, parents/caregivers and community members. Excellent schools are marked by a high level of parent involvement and I note the very high level of passion, support and energy across our school community. Every parent is encouraged to actively participate in the excitement of the education of their children.

We also intend to work closely with staff to build capacity to ensure the educational provision and the quality of relationships at Rangeville is the very best on offer in any school in Toowoomba.

As per the 2015 School Opinion Survey data our students love attending our school and our families enjoy being part of the school community. To this end, should you wish to discuss any aspect of our school, please contact one of our friendly Administration Team. We would be very pleased to discuss the individual learning and development needs of your child with you.

Yours sincerely

Michael Ludwig, Dip T; B.Ed; Grad Dip Ed Admin; M.Ed
Principal
COMMUNICATION DETAILS

RANGEVILLE STATE SCHOOL
32a High Street
Toowoomba Qld 4350

Phone office 4617 7333
Student absences 4617 7366
Fax: 4617 7300
E-mail: the.principal@rangevilless.eq.edu.au
Website: www.rangevilless.eq.edu.au
P & C: pandc@rangevilless.eq.edu.au

Tuckshop 4617 7334
Outside School Hours Care 4635 1062
Dental Clinic – Rangeville SS 4635 8638
Dental Clinic – Base Hospital 4616 6436

SCHOOL HOURS / ROUTINE

The school office is open between 8:00am and 3:45pm each weekday.

8:45am School Assembly (Friday only)
8:45am Morning Session
10:50am Morning Tea
11:30am Middle Session
1:00pm Lunch
1:40pm Afternoon Session
2:55pm School finishes

Arrival

The school office opens at 8:00am. There is limited rostered supervision of students from 8:20am onwards. Students are not permitted to use playground equipment before or after school. We recommend that students arrive at school from 8:30am. No students should enter the school grounds before 8:15am. Please contact the school office if your child needs to be at school early. Cleaners and grounds care personnel are not able to be responsible for the safety of students in school grounds.

Departure

School finishes at 2:55pm. Students are expected to leave the premises immediately on dismissal, unless involved in supervised activities or OSHC. Students who travel by bus are to wait at the supervised assembly areas. Parents who collect students are asked to ensure that students are collected at 2:55pm and not left to wait at the school for long periods.

Students are NOT permitted to use school facilities after school while waiting for parents.
ABOUT OUR SCHOOL

HISTORY OF RANGEVILLE STATE SCHOOL

Rangeville State School opened on 1 July 1909 with an enrolment of 33. By the end of that year, this had grown to 95 and until extensions were completed children attended school in a room 9m by 4.5m. Enrolment peaked at 1147 in 1981. Since Rangeville opened, well over 15 000 students have attended our school.

A feature of this history of Rangeville is that during its first 100 years only ten changes of Principal have occurred. The congenial climate, enthusiastic students and supportive families no doubt encouraged the leadership stability that helped the school gain the prestige that it enjoys today.

Rangeville State School can lay claim to several firsts. Rangeville has the distinction of having built the first swimming pool in a Queensland State School outside of the metropolitan area and was one of the first schools to implement a successful music program—this in 1920. Another first was the building of the school assembly hall. This project was completed in 1968 and through the foresight of the Principal and the P & C Association, the school gained a fine amenity. 2009 has seen a new multi-purpose hall and library built. Many parents and citizens have worked long hours in the past and present to provide additional up to date amenities for the school and its students.

At Rangeville, we are proud of our history and have seen students go on to achieve many successes in life. Rangeville State School has been an innovator in education and this tradition continues today.

SCHOOL PROFILE

Rangeville State School is located in the Darling Downs and is one of the schools in Education Queensland’s Toowoomba District. It is situated on a 6.3 hectare site near the scenic attraction of Picnic Point and almost at the top of the Great Dividing Range.

Currently the school has 890 students and 105 staff, of whom 43 are classroom teachers. School Administration includes the principal and two deputy principals, the Business Services Manager and three administration officers. Specialist staff include an eLearning Teacher Librarian, ICT Teacher, Music Teacher, Languages Other Than English LOTE (Chinese), Health and Physical Education teacher, Support teachers—Literacy and Numeracy (STLN), Special Education Teachers (including a Head of Special Education Services - HOSES), Speech Language Pathologist and a Guidance Officer. Teachers are supported by teacher aides and the school officers maintain the grounds and facilities.

The school provides a curriculum program ranging from Prep to Year 7 with a range of teaching situations—single classrooms, double classrooms—in single age levels and multiage groupings. Diversity exists in this type of learning and the teaching environments created by experienced teaching staff. This diversity adds to the unique texture of the school and the variety of placement options for students enabling staff to cater for the range of individual student needs. The programs offered to students cater for the varying interests and abilities. Students are generally highly motivated and strong academically.

Active parent bodies (P&C Association, Parentlink, Safety House, and Out of School Hours Care (OSHC)) support the school. A weekly newsletter, Newslink is published every Thursday via our school's website, with an email containing a link to the web site being sent to parents upon request.

The school offers a wide range of intra-school and inter-school sports as well as an extensive extra-curriculum program including choirs and instrumental bands.
RANGEVILLE STATE SCHOOL VALUES

At Rangeville State School, we value:
1. Acceptance – tolerance, belonging, social justice, compassion, inclusion, acceptance of individual differences
2. Respect – courtesy, honesty, trust, integrity, professionalism,
3. Self-discipline – self worth, mutual respect, personal responsibility, reliability
4. Self belief - Resilience, perseverance, confidence, innovation, creativity, excellence,
5. Co-operation - team building, team ethic

Pedagogy (teaching and learning) needs to reflect these school values. These values provide a yardstick through which we look at how we translate learning experiences into the school community:

- Students are welcomed into a community which is inclusive and accepting of difference and engenders a sense of belonging.
- Practices within the school will reflect multiple teaching and learning styles and modes and are adaptable to student needs.
- Positive relationships are based on trust, integrity, and mutual respect. Positive relationships and open communication are fostered among all members of the school community.
- Responsibility is taken for learning and behaviour by students and accountability by teachers. Learning experiences will provide challenge, rigour and explicit teaching and critical thinking is fostered.
- Resilience is developed where individuals are supported and learning is scaffolded. Students are engaged in enjoyable, relevant and meaningful activities. There is regular monitoring and assessment for continual growth
- Success is personal, affirmed and valued.

FAMILY – THE VITAL FACTOR

The natural interest, affection and encouragement parents give their children are a vital contribution in a child's learning success. The home environment has a powerful influence on a child’s success and level of achievement in learning. Research (Karmel, 1973; Carick, 1989; Wiltshire, 1992) indicates a strong connection between parents/caregivers being actively involved in their child’s reading and the level of the child’s reading attainment. Research concludes that a strong partnership between home and school is vital for better learning for children and determines the quality of long term outcomes. Parent involvement might involve such activities as the following:

- contact with the teacher
- involvement in school associations eg. P & C Association, School Council, Parentlink, Safety House
- transportation (eg to sporting venues)
- educational activities at home
- attending parent workshops / consultation meetings
- classroom volunteer
- involvement with fundraising / administration
- disseminating educational information

The research is extensive and conclusive. Home / school partnerships do make a difference.
CURRICULUM

CLASS ORGANISATION

The school provides a range of teaching situations - single classrooms, double teaching classrooms - in single, composite and multi-age year levels. All styles accommodate a similar breadth of learning. All teachers are issued with Syllabus documents for each curriculum area. These documents prescribe what needs to be taught in each year level. Students in each year level are taught the required Australian Curriculum and remaining Essential Learning Subjects. However, all teachers are different and teach in different ways. Teachers may cover things differently to other classes and may do them in a slightly different order.

The Rangeville State School Staff consists of:-
Principal
2 Deputy Principals
Head of Curriculum
43 Classroom Teachers (some part time)
Music Teacher
LOTE Teacher of Chinese
Health and Physical Education Teacher
eLearning Teacher-Librarian
ICT Teacher
Instrumental Music Teachers
HOSES (Head of Special Education)
STLN - Support Teacher Literacy & Numeracy
AVT - Advisory Visiting Teacher

Support staff:-
Business Services Manager
Administrative Officers
Speech Language Pathologist
Guidance Officer
Teacher Aides
School Crossing Supervisors
Janitor-Groundspersons
IT technician
Tuckshop Convenor
Cleaners

The School has access to:-
Physiotherapist
Occupational Therapist
Behaviour Management Team

CURRICULUM OVERVIEW

There are eight nationally agreed key learning areas that comprise Queensland’s common curriculum for the compulsory years of schooling. They are:

- English
- Health and Physical Education (HPE)
- Mathematics
- The Arts
- Science
- Studies of Society and Environment (SOSE)
- History
- Language other than English (LOTE)
- Technology

Our teaching and learning programs are designed to assist students to become lifelong learners, to provide clear and precise learning outcomes that are attainable, yet extend each and every student. We have high expectations for intellectual achievement for every child—no exceptions.

“At Rangeville, every day, every teacher prepares every child for success”

Central to our commitment is the continuous task of exploring ways to improve learning and teaching. To promote effective learning and teaching, guiding principles have been formulated for the development and implementation of quality programs in our school. These principles are expected to
underpin learning and teaching practices and describe the valued attributes of a lifelong learner. These include:

- a knowledgeable person with deep understanding
- a complex thinker
- a creative person
- an active communicator
- a participant in an independent world, and
- a reflective and self-directed learner

Class teachers at Rangeville State School plan a Curriculum with specialist teachers covering the Key Learning Areas.

**HOMEWORK**

Homework is seen as a necessary component of a child’s education. Homework at Rangeville State School should be viewed as:

- Reinforcement of concepts learnt
- A communication tool to parents alerting them to the current content of their child’s learning

Homework at Rangeville State School is not viewed as a way of ‘teaching’ new concepts to children or an assessment tool for a child’s academic progress

**Homework appropriate to particular phases of learning**

The following is to operate as a guide in determining the amount of set homework that students might be expected to undertake. It is of course open to parents to consult with a student’s teacher about additional materials or practice exercises with which parents can assist their children at home.

In the Early Phase of Learning (Prep to Year 3) many activities at home or in play can assist children to develop literacy, numeracy and problem-solving skills.

Homework tasks may include:

- daily reading to, with, and by parents/caregivers or other family members
- linking concepts with familiar activities such as shopping, preparation of food, local environment and family outings
- conversations about what is happening at school
- preparation for oral presentations
- opportunities to write for meaningful purposes.

In the Prep Year, homework involves basic literacy tasks such as reading and practising letter sounds.

In Years 1, 2 and 3, set homework could be up to but generally not more than 1 hour per week.

In the Middle Phase (Year 4 to Year 7) some homework can be completed daily or over a weekly or fortnightly period and may:

- include daily independent reading
- be coordinated across different subject areas
- include extension of class work, projects and research

Homework in Year 4 and Year 5 could be up to, but generally not more than 2-3 hours per week.

Homework in Year 6 and Year 7 could be up to, but generally not more than 3-4 hours per week.

**REPORTING**

Formal reporting to parents occurs on four occasions throughout the school year. At the completion of each semester all children from Years 1-7 receive a written report that outlines their academic achievement across all Key Learning Areas (KLAs) and also provides behaviour and general comments regarding your child’s schooling.
On two other occasions formal interviews will be offered. During these interviews parents can expect to receive verbal information regarding your child’s progress. The timeframe in which these interviews occur is established at the start of corresponding terms and available timeslots are offered by each class teacher individually.

The Music Program

The Music Program flows from certain basic philosophies:
1. That Music in particular has a special place in the curriculum, in that, with positive and successful experiences early in life, it can develop into a life-long interest and recreation.
2. That Music is a performing art, so students should be given an opportunity to apply in performance the theoretical skills learned.
3. That Music greatly enriches the life of the School community in many ways, and has the potential to enhance academic achievement.
4. That any Primary Music Program should be as inclusive as possible.

If students enjoy the experiences at Primary School and experience success, it follows that they –
• Will be receptive to the skills taught;
• Will be more likely to take an active part in musical activities in High School and the community generally;
• Will be more likely to choose to study music as a subject in High School and beyond;
• Are more likely to develop a life-long recreational interest in Music;
• Are more likely to develop into enthusiastic and discriminating audiences for theatrical and musical performances.

Implementation:
• Full time class Music Teacher with 1 x 30 minute lesson per week for each.
• Movement and game activities are successfully modified for the large numbers. Class singing (in unison and in parts) is much enhanced by the large numbers as no student feels his/her voice is exposed.
• Skills are taught from Level One in a spiralling curriculum.
• Emphasis is on being able to demonstrate skills eg. Rhythm, in-tune and part singing rather than a purely theoretical knowledge of them.
• Students are introduced, vicariously, via Video to quality performances of Orchestral Concerts, Opera, Ballet, Musical Theatre and Musical comedy.
• Opportunities to attend quality live performances are offered whenever possible.
• All students from Years two, four, six and seven have the opportunity to take a meaningful part in their year level Musical Performance each year. Either a costumed mini-musical involving dialogue, singing and dancing or, alternatively, participating in a class presentation as part of the Concert night.
• Two singing choirs are offered from Years Four to Seven.
• Instrumental Music is available to students with weekly lessons in Strings, Brass, Woodwind and Percussion.

Music -Instrumental Instruction

Instrumental Music Instructors who teach children from the middle and upper school, visit the school each week. Tuition for a wide range of musical instruments is available and your child can continue this tuition through to Secondary school if he/she desires. Instruments taught at school are the Trombone, Trumpet, French Horn, Euphonium, Tuba, Tenor Horn, Tuned and Untuned Percussion including Drum Kit & Timpani, Flute, Clarinet, Saxophone, Double Bass, Cello, Violin, and Viola.
Once children reach the required standard on their chosen instrument they are included in one of the ensembles being trained at school - Big Band, Orchestra or Concert Bands. These groups regularly successfully compete and perform in local and district events. Vacancies are limited in this program and parents should be prepared to supervise daily practice at home.

**HEALTH & PHYSICAL EDUCATION**

All students at Rangeville State School receive one lesson of Physical Education with the P.E. specialist, per week. During the summer months, swimming is the main focus of the P.E. curriculum. Class teachers from Years’ Five to Seven assist with the delivery of the swimming program. Teachers from Prep to Year Four are given the opportunity to have non-contact time during the swimming season, but many choose to stay at the pool and assist with class supervision. The P.E. teacher has a second full-time assistant at the pool during these class lessons, normally a person who is trained both in learn-to-swim and working with younger children.

During the winter months, the specialist is responsible for the Physical Education program. It is during this time that children in the upper classes [Year 4-7] experience activities directly aimed at improving fitness levels, and levels of participation through friendly competition both at an Inter-house and Interschool competitions. Children in the younger classes [Prep – Year 3] focus on improving skill levels in many areas including ball handling, basic fundamental movements and fundamental gymnastics. It is hoped that all children get to participate in a safe and happy environment, where being the best is not as important as trying their best.

All classes at Rangeville State School are also actively involved in “Smart Moves”, which is a daily exercise initiative of Education Queensland, directly targeting childhood obesity. Class teachers actively involve their students with a variety of activities and exercises, utilising our special class colour-coded “Smart Moves” kit bags that have been proudly financed by the P&C. Through these sporting activities, the school attempts to develop a solid base of skills and an atmosphere where friendly competition and good sportsmanship in respected by all participants.

We attempt to give all children in our senior grades, not just the talented few, opportunities to participate in inter-school sport. Children may choose to be involved in some of the following team-sports – AFL, Cricket, Hockey, Netball, Rugby League, Soccer, Softball, Tennis, Touch, and Volleyball. Interschool sport for Years 6 and 7 is on Friday afternoons. Talented children may be selected into District Regional or State Representative teams in any of the above sports [apart form Volleyball], as well as the selected sports of Cross Country, Swimming and Track and Field [Athletics]

**Sports Houses**

Children are allocated a sports house according to their surname. They are as follows:-

- A - E ARUNTA (Red)
- F - K BACANDI (Blue)
- L - Q CHEEPARA (Green)
- R - Z DANGETTI (Yellow)

The three big Inter-house sporting events held at this school are The Inter-house Cross Country Carnival held in April/May, The Inter-house Athletics Carnival held in July/August, and the Inter-house Swimming Carnival held in November/December. Friendly competition and participation is fostered at all three carnivals, where the elite athletes and swimmers from each house get to compete against other like athletes as well as against the times and distances of past athletes and swimmers, and the “have-a-go” students get to show their best in front of friends and interested family members, that gather on carnival days.
INTERCULTURAL INVESTIGATIONS (CHINESE)

Language studies focus on developing language proficiency and promote intercultural understanding. Studying a language better equips students to engage with others and participate fully in an increasingly globalised world. The language taught at Rangeville was determined by collaboration with the school community and in response to student needs.

LOTE undertaken at Rangeville is Chinese. All Year 6 and 7 students have weekly lessons totalling 90 minutes.

LIBRARY

The eLearning teacher-librarian’s major task is to work co-operatively with the classroom teacher to meet their needs when planning and evaluating units of work and to assist students by instructing them in the use of the resources. The teacher-librarian is also responsible for coordinating the organisation and management of the library so that the resource needs of the school community are efficiently met.

The school library is a resource centre that meets the learning needs of students by supporting the educational objectives of the school. Resource-based teaching and learning develops the student as an independent learner with a whole range of general processes and specific skills. A wide range of resources, print and non-print, are needed for this purpose from computer software and video to picture books, fiction and non-fiction books.

When new resources are being selected, the learning programs and the students’ interests both help to determine what will be purchased.

Students can develop independence, responsibility and co-operative skills as they research, locate and process information for particular purposes and also for enjoyment. Through literature, students can acquire a love of learning which will give pleasure and enrichment, enlarge and extend their world, stir their imagination and provide an understanding of themselves and others.

We aim for our library to be always bright, cheerful, welcoming and busy.

We ask you to encourage your child to use the library wisely, treat the books with respect and to return them every week for exchange or renewing of loan dates. Your child’s class teacher will let your child know what his/her borrowing date is. Books are always stamped with the date the book is due back. A cloth bag is necessary to borrow a book. Books lost or damaged beyond repair will require reimbursement to the school as replacements need to be made.

SPECIAL EDUCATION PROGRAM

The Rangeville Special Education Program aims to provide programs for special needs children. Programs are designed to assist children with a disability to acquire the skills necessary for maximum participation in the social and economic life of the community. Educational adjustment profiling (EAP) is the process that is followed when a student is believed to have a special educational need arising from a disability. EAP procedures ensure that each child has an individual education program which is reviewed regularly.

Our task is to enhance the human abilities and life options for all who attend. The Program has a staff of four teachers plus therapists and several part-time aides. Disabilities include:

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<th>Hearing Impairment</th>
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SUPPORT STAFF

All teachers have a commitment to students, and work diligently towards meeting their needs. Specialist support is also available to assist our students.

SPEECH LANGUAGE PATHOLOGIST

Speech Language Pathologists (SLP) are specially trained professionals who have knowledge of the development of communication skills and how to identify, evaluate and manage speech and language disorders. They provide services for students who have special needs in:-

- language;
- fluency (e.g. stuttering);
- voice;
- social interaction skills;
- eating and drinking;
- speech;
- alternative and augmentative communication systems.

Speech Language Pathologists and teachers work together using an integrated classroom-based program to provide services to students with speech and language impairments. Services include direct therapy with individuals and groups, consultancy services and training for teachers, aides and parents. The Speech Language Pathologist’s role extends beyond correcting speech to include working with children with communication disabilities and their families, consulting on language and communication across the curriculum, supporting small group speech programs and liaising with other agencies and community groups.

GUIDANCE OFFICER

Rangeville State School is the base for the Guidance Officer, who works at Rangeville on a regular basis as well as providing an itinerant service to other allocated schools. The Guidance Officer works co-operatively with students, parents and staff to enhance learning outcomes for students through counselling, assessment, program planning and group work. Teachers and parents can refer to the Guidance Officer through the school Principal, class teacher, Support Teacher Learning Difficulties, Speech Language Pathologist.

SUPPORT TEACHER—LITERACY & NUMERACY

A support teacher works as a member of the school team to enhance and extend program options for students with learning difficulties and to provide information to parents. Support teachers provide advocacy for students with learning difficulties and seek to:-

- assist classroom teachers to adapt school programs to meet the learning needs of students with learning difficulties;
- increase staff awareness of the implications of learning difficulties;
- assist staff with professional development in the area of learning difficulties;
- extend community support for school programs;
- provide direct small group or individual teaching;
- work co-operatively with class teachers to meet identified needs.
WORKPLACE HEALTH AND SAFETY OFFICER

Our school Workplace Health and Safety Officers can be contacted through the school office. The role of Workplace Health and Safety Officers is to:

- be identifiable and accessible
- provide information to staff, students and parents about their role
- provide initial and ongoing support to students or staff who approach them with a complaint or query
- ascertain the outcome a complainant wants and give information on options available to resolve the complaint
- provide statistical information on complaints (not identifying the person concerned) to the Equity Directorate for the purpose of monitoring and reporting trends
- ensure confidentiality at all times

SCHOOL ‘NURSE’ (Health Assessment of Students)

Parents/caregivers of Prep students will be advised through the school’s newsletter of the actual time of the visit of the School Health Nurse. Staff from the Queensland Health Authority are now required to carry out the following procedures:

- screening of all students in vision, hearing, height and weight, and speech and language development;
- observation of gait, behaviour and general demeanour; and
- other assessment procedures (eg. fine/gross motor skill assessment) to be carried out as indicated.

SCHOOL BELIEFS ABOUT BEHAVIOUR AND LEARNING

The Rangeville State School community believes that a strong emphasis on the use of positive, pro-active practices will assist students to develop the ability to accept responsibility for their behaviour, make appropriate choices and to show concern and respect for others. We also believe that:

- education is a lifelong process nurtured by the whole community
- the school is a focal point of the community
- it is important to cater for different rates of learning and learning styles
- we value the contributions of our diverse student populations and believe that its needs are best met through responsive curriculum and flexible teaching strategies
- responsible behaviours need to be taught, modelled, encouraged and developed
- behaviour is related to the learning environment, therefore developing and maintaining a positive, safe and supportive school environment is essential for success in all areas – academic and social/emotional

We have processes for facilitating standards of positive behaviour and responding to unacceptable behaviour. These protect students and ensure that children’s behaviour is of an acceptable standard, so that the school environment can be a pleasant, secure place for all.

Consistency is crucial to the success of any Behaviour Management Plan. Teachers and parents must ensure wherever possible that children are given messages which are consistent with this plan. Included below is a list of common rules, which are linked to appropriate consequences.
OUR SCHOOL RULES

<table>
<thead>
<tr>
<th>In the Classroom</th>
<th>In the Playground</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Act with the safety of everyone in mind</td>
<td>• Act with the safety of everyone in mind</td>
</tr>
<tr>
<td>• Use equipment safely</td>
<td>• Use equipment safely (including, bikes, scooters)</td>
</tr>
<tr>
<td>• Keep your hands, feet and objects to yourselves</td>
<td>• Keep your hands, feet and objects to yourselves</td>
</tr>
<tr>
<td>• Work and play games safely</td>
<td>• Work and play games safely</td>
</tr>
<tr>
<td></td>
<td>• Leave sticks and stones on the ground</td>
</tr>
<tr>
<td></td>
<td>• Act with the safety of everyone in mind</td>
</tr>
<tr>
<td></td>
<td>• Use equipment safely (including, bikes, scooters)</td>
</tr>
<tr>
<td></td>
<td>• Keep your hands, feet and objects to yourselves</td>
</tr>
<tr>
<td></td>
<td>• Work and play games safely</td>
</tr>
<tr>
<td>• Treat others with courtesy and respect</td>
<td>• Treat people and living creatures with respect</td>
</tr>
<tr>
<td>• Share with others and take turns</td>
<td>• Share with others and take turns</td>
</tr>
<tr>
<td>• Look after all property and the environment</td>
<td>• Look after all property and the environment</td>
</tr>
<tr>
<td>• Speak nicely to people</td>
<td>• Speak nicely to people</td>
</tr>
<tr>
<td>• Listen to all instructions</td>
<td>• Listen to all instructions</td>
</tr>
<tr>
<td></td>
<td>• Be switched on for learning</td>
</tr>
<tr>
<td></td>
<td>• Give everyone the opportunity to learn</td>
</tr>
<tr>
<td></td>
<td>• Listen to each other</td>
</tr>
<tr>
<td></td>
<td>• Take turns</td>
</tr>
<tr>
<td></td>
<td>• Co-operate</td>
</tr>
<tr>
<td></td>
<td>• Be a Learner</td>
</tr>
</tbody>
</table>

Separate brochures outlining our Responsible Behaviour Plan for Students and Bullying and Harassment Guidelines are available.

PARENTS AND CITIZENS ASSOCIATION

The P&C is made up of parents/caregivers, teachers and citizens working on committees or as individuals in the school. Membership is generally a formality, but is necessary for insurance purposes (to be covered while participating in school activities) and to have voting rights at P&C meetings and committee meetings.

To become a member of this association, a registration form must be completed. These forms are enclosed in this package, at the school office, or at a meeting of the association.

The Parents organisations of Rangeville State School invite your participation in the life of the school. Both the Parent Link (formerly Mother’s Club) and the P&C are built on a strong history of activity and support for the school. Both are committed to a renewed emphasis on building community and making parent participation very “user friendly.”

Please come and see! All staff and parents of children attending this school are entitled to be members of the Rangeville State School P&C Association and are invited to attend its meetings, which are held on the third Tuesday of each month at 7.00pm in the Teacher Resource Building.

General school improvement and matters of educational interest are discussed at these meetings. The P&C Association receives its funds from voluntary contributions and various other fundraising ventures. Monies received by the P&C Association are spent on items of equipment that will benefit all students attending Rangeville, e.g. curriculum materials, library resources, sporting and playground equipment, musical instruments and grounds improvement and maintenance.
UNIFORMS

We expect that all students will wear the school uniform. We discourage the wearing of jewellery. There have been instances where injuries have been caused to students’ fingers and ears during playtime and sporting activities because of the wearing of rings and earrings. Hair colour is to be natural. It is school policy that all students wear hats when playing in the playground. Teachers will direct children not wearing hats to remain in the covered play areas. This policy has arisen out of concern for the damage caused by the sun to the skin.

Our School Clothing Pool is located underneath D Block (behind Administration Building) and is open every Monday and Thursday morning from 8.30am to 9.15am and Wednesday afternoons 2.15pm to 3.15pm. A Uniform Order Form is available at the office.

The school uniforms are in four (4) main categories – Formal (for formal occasions), Sport (worn daily), Winter and General (hats, swimming costume, library bags etc). It is a requirement that all children wear the school uniform. Excluding ankle socks and boys shorts which can be purchased more cheaply elsewhere, all uniform requirements are available for purchase through the Uniform Shop at school including many very good quality second hand items.
## GIRLS UNIFORM

| Dress: Royal blue dress (red “R” embroidered on chest, red white blue check for collar, sleeve and pocket trim 2cm wide). |
| Socks: Royal blue knee length. |
| Shoes: Black can be black leather joggers. |

### Sport

**Pants:** Netball skirt OR shorts – royal blue for Years Prep to 7.  
*For Yrs 6 & 7 only: blue patterned shorts with red and white stripes are available through uniform shop.*

**Shirt:** Red polo shirt with white and navy stripe, navy collar and school insignia.

**Socks:** Navy blue ankle socks purchased at local stores.

**Shoes:** Black joggers.

### Winter

**Trackpants:** Navy blue trackpants can be purchased at local stores OR Navy blue microfibre with red stripe available through uniform shop.

**Jumper:** Navy blue jumper can be purchased at local stores OR Navy blue Polar Fleece with school insignia embroidered available through uniform shop.

**Shirt:** Sports polo shirt OR long sleeve red polo shirt, with navy and white stripe, navy collar and school insignia.

**Anorak Spray Jacket:** Navy blue with red stripes and school insignia.

### General

**Hats:** Wide brimmed, royal blue with navy trim.

**Hat Band:** (for prep children only) red hair band to go around crown of hat to help staff distinguish Prep children from the older children.

**Badges:** School insignia available in cloth or metal.

**School Bag:** Navy with School insignia, 3 year warranty (optional)

**Chair Bags:** Required in Year 1 & 2 (Yr 3 optional).  
**Library Bag:** Required for every year level except Yr 7.  
**Music Bag:** Optional.

**Swim Bag:** Available in red or navy with school insignia (optional).

**Swimsuit Girls:** One piece togs, preferably blue or house colour. Rash Vest or t-shirt required for all lessons.  
No bikinis allowed. Blue togs to be considered seriously if your child might swim in interschool event.

**Swim Cap:** Available in Lycra and rubber. Swim caps are compulsory – no cap, no swim.

## BOYS UNIFORM

| Shirt: Royal blue collared shirt with red “R” embroidered on pocket. |
| Shorts: Navy blue ‘Stubbies style’ purchased at local stores. |
| Socks: Navy blue with red and royal blue stripes knee length. |
| Shoes: Black can be black leather joggers. |

### Sport

**Pants:** Navy “Stubbies” type shorts, Available for Years Prep to 7 purchased at local stores.  
*For Yrs 6 & 7 only: blue patterned shorts with red and white stripes are available through uniform shop.*

**Shirt:** Red Polo shirt with white and navy stripe, navy collar and school insignia.

**Socks:** Navy blue ankle socks purchased at local stores.

**Shoes:** Black Joggers.

### Winter

**Trackpants:** Navy blue trackpants can be purchased at local stores OR Navy blue microfibre with red stripe available through uniform shop.

**Jumper:** Navy blue jumper can be purchased at local stores OR Navy blue Polar Fleece with school insignia embroidered available through uniform shop.

**Shirt:** Sports polo shirt OR long sleeve red polo shirt, with navy and white stripe, navy collar and school insignia.

**Anorak Spray Jacket:** Navy blue with red stripes and school insignia.

### General

**Hats:** Wide brimmed, royal blue with navy trim.

**Hat Band:** (for prep children only) red hair band to go around the hat for Prep children to help staff distinguish Prep children from the older children.

**Badges:** School insignia available in cloth or metal.

**School Bag:** Navy with School insignia, 3 year warranty (optional)

**Chair Bags:** Required in Year 1 & 2 (Yr 3 optional).

**Library Bag:** Required for every year level except Yr 7.

**Music Bag:** Optional.

**Swim Bag:** Available in red or navy with school insignia (optional).

**Swimsuit Boys:** Brief style togs, preferably blue or house colour. Rash vest or t-shirt required for all lessons. No boardshorts allowed. Blue togs to be considered seriously if your child might swim in interschool event.

**Swim Cap:** Available in Lycra and rubber. Swim caps are compulsory – no cap, no swim.
TUCKSHOP

Tuckshop (Wednesday to Friday) provides a valuable service for children, parents and staff, and is also an avenue for fundraising for the school and therefore contributes greatly by providing the school with additional resources. This level of fundraising is only possible through volunteer help and your contribution of time, cooking or donations is greatly appreciated. To involve yourself in the Tuckshop is rewarding to both you and your child. Please see "Forms to be completed" folder to register as a volunteer. The tuckshop Menu is enclosed in this package.

The Rangeville State School Tuckshop prides itself in providing healthy, nutritious food as illustrated by the variety of items offered on our menu. The tuckshop complies with the Smart Choices Government Policy. Fresh fruit in season is also available at very reasonable prices. Salads are available throughout the year. Where possible, goods are supplied by local businesses.

We have created a friendly and fun atmosphere in which to work. Our daily specials have proved to be very popular. Watch your "Newslink" for specials and menu changes. Please read your menu carefully for ordering details and items available.

Children line up in year level lines so as not to intimidate younger children who may feel daunted at the prospect of being around the older children.

Volunteers

The tuckshop is staffed by a full time convenor and voluntary helpers. Fathers/Grandparents are also very welcome to help at the tuckshop. NOTE: We require approximately fifty helpers to fill these volunteer positions. Extended family members may require a blue card.

Volunteers are rostered for the time between 9:00am and 1:30pm daily and the majority of helpers are only rostered on one day per month. However, should you only be available to help out for a couple of hours, this is still greatly appreciated.

It is also possible to organise your own group of friends to be rostered at Tuckshop together.

Tuckshop Ordering System

An ordering system operates as follows:

- Children in Years Prep - 4 must place both morning tea and lunch in the tuckshop box in their classroom
- Children in Years 5 - 7 must place their orders at the tuckshop before 9am. Morning tea may be purchased directly over the counter by upper school students.

Please use separate, clearly marked packets for ordering morning tea and lunch, with correct money in each packed if possible. Refer to the examples below:

**MORNING TEA**

<table>
<thead>
<tr>
<th>Jill Smith 4A</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Scone</td>
<td>“cost”</td>
</tr>
<tr>
<td>Small Juice</td>
<td>“cost”</td>
</tr>
<tr>
<td>TOTAL</td>
<td>“cost”</td>
</tr>
</tbody>
</table>

**LUNCH**

<table>
<thead>
<tr>
<th>Jill Smith 4A</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Chicken &amp; Salad Lavash</td>
<td>“cost”</td>
</tr>
<tr>
<td>Chocolate Milk</td>
<td>“cost”</td>
</tr>
<tr>
<td>TOTAL</td>
<td>“cost”</td>
</tr>
</tbody>
</table>

If money for both lunches in one packet only, please make a note of this on the packet. Please ensure that the packets are large enough to hold the order - NO ENVELOPES PLEASE. The tuckshop also sells chips, drinks, ice-blocks and health bars at lunch time only. These items do not need to be ordered.
OUTSIDE SCHOOL HOURS CARE (OSHC)

Our centre is Fully Accredited by the National Childcare Accreditation Council (NCAC) and provides quality care for children between Prep and Year 7. We also cater for children from other schools as well as children in Year 8. Children with special needs are catered for and welcomed to our service. We aim to provide an environment in which all of the children's physical, emotional and social needs are met in a safe, caring and supportive way. We help our children learn through positive experiences and foster personal responsibility. We believe our children have the right to be happy, the right to be safe, the right to hear and be heard, and the right to learn about themselves.

Our program is developed on ideas presented from children, families and staff. All ideas are valued and respected. We have weekly themes filled with interesting, exciting and fun activities that celebrate multicultural holidays and the interests of the children. So come and join the fun today!

Our hours of operation are:-

Monday to Friday
Before School Care 6:30am – 9:00am
After School Care 3:00pm – 6:00pm
Vacation Care 6:30am – 6:00pm

A complete enrolment package is available from the service and school office, or for more information phone 4635 1062.

Outside School Hours Care - Sub-committee

The OSHC is sponsored by the schools P&C Association and is run by a Sub-Committee consisting of parents from the service and school. The Sub - Committee is responsible for:

• Planning and providing for your children's care
• Supporting the staff and service
• Ensuring compliance with licensing requirements

The Committee is essential to the continuation of the service, so why not become involved and be a part of your child's care.

Meetings are held once a month, for more information please contact the service on 4635 1062

PARENTLINK

The Rangeville State School Parent Link is a sub committee of the P&C Association and currently holds its meetings on the second Friday of each month at 9.00am at the school. The parent bodies of the school conduct various fundraising projects throughout the school year. Parent support for these projects provides funds which are spent on improving school facilities and provides resources over and above those supplied by Education Qld.

Parentlink relies on the volunteer assistance of parents and care givers. It is a way of becoming actively involved in your child’s school whilst enjoying the company of other parents.

Volunteers

Volunteers, in a variety of roles, are welcome at Rangeville. Everyone has different skills and interests and can be utilised in some way! The Newslink calls for volunteers for different events, and gives meeting times - responding to these is the easiest way to identify yourself. Some of the ways adults may help are with:
Working in your child’s classroom
Music/Band uniform support
Safety House
Hospitality/Mornings Teas for ceremonies
Clothing Pool or Lost Property
Sewing (band uniforms, concert outfits)
OSHC committee
Sports teams

Timekeepers for Athletics, Swimming
Publicity, special publications/photography
Student Banking
Working Bees
Tuckshop helpers, cooking roster, committee
Fundraising events eg movie nights
P&C committee positions
Fundraising at school (stalls, raffles, contests)

**ADDITIONAL AREAS OF INTEREST**

**ABSENTEES**

Please telephone the school office to advise of any student absence on 46177 366. For any absence of more than three days we would appreciate a note to the teacher. All absences need notification from a parent/caregiver. The Education Act requires children between the ages of 6 and 15 to attend school each day unless there is a valid reason for absence.

For safety reasons, no student is allowed to leave the school grounds during school hours (9.00am to 3.00pm) without parent/caregiver consent. When students alight from a bus or car in the morning they must come directly into the school grounds. Parents must ‘sign out’ their children at the office if they need to leave the school before 3pm and sign them in if they arrive late.

**Absence due to Disease**

For the purpose of this table, a contact means a child of school age living in the same residence as the patient. These are the common infectious diseases. For infectious diseases not listed, please contact the school office.

<table>
<thead>
<tr>
<th>DISEASE</th>
<th>PERIOD OF ABSENCE FOR SUFFERERS</th>
<th>CONTACTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chicken Pox</td>
<td>Should be absent for five days after the beginning of the illness AND until all blisters have dried.</td>
<td>Any child with an immune deficiency (eg leukemia) or receiving chemotherapy should be absent for their own protection</td>
</tr>
<tr>
<td>Diphtheria</td>
<td>Re-admit after at least two negative swabs.</td>
<td>Absent family / household contact until cleared to return by an appropriate health authority</td>
</tr>
<tr>
<td>Head Lice</td>
<td>Should be absent until after treatment</td>
<td>Not to be absent.</td>
</tr>
<tr>
<td>Measles</td>
<td>Should be absent for at least seven days from appearance of rash or until a medical certificate of recovery is furnished.</td>
<td>Immunized contact not absent. Unimmunized contacts should be absent until 15 days after the first day of appearance of rash in the last case. If unimmunized contact are vaccinated within 72 hrs of their first contact with the first case they may return to school.</td>
</tr>
<tr>
<td>Mumps</td>
<td>Should be absent for at least nine days or until swelling goes down (whichever is sooner).</td>
<td>Not to be absent.</td>
</tr>
<tr>
<td>Rubella</td>
<td>Absent until fully recovered or for at least four days after the onset of rash</td>
<td>Not to be absent.</td>
</tr>
<tr>
<td>Ringworm/Impetigo</td>
<td>If suitably covered and treated, may attend school the day after treatment has commenced.</td>
<td>Not to be absent.</td>
</tr>
<tr>
<td>(School Sores)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Information on immunisations against measles, etc can be obtained from the Queensland Health Authority, Toowoomba Regional Council or any general practitioner.
ACCIDENTS AND SICKNESS

Whilst the care and protection of your child at school receives appropriate attention, accidents may still occur. In the case of an accident or illness, only basic first aid can be administered. In serious cases, parents will be contacted as soon as possible and advised of the circumstances, usually with the recommendation that the child be collected and taken home. If there is a serious accident, the ambulance will be called to transport the child to hospital. Please see a member of Administration or Office Staff prior to collecting a sick child from the First Aid Room as a ‘sign out’ register must be completed.

ADMISSIONS / ENROLMENTS

The regulations of the Education Act state:
1. A Principal may enrol a child in Prep only if that child has turned five (5) years old before June 30 of their enrolling year.
2. For the purpose of enrolment of a child, the Principal requires a parent/guardian to produce documentary evidence of the date of birth of the child if the child is from interstate or from a non-state school. A transfer form is required if the child is from another Queensland State or private school or from interstate.

Students who have not completed their Prep year at a school will need to produce proof of age prior to enrolment. An admission form needs to be completed for every child.

ADMINISTRATION OF MEDICATION

Staff may give medication to students during school hours only when it is absolutely necessary. Recommended guidelines set by Education Queensland are as follows:

1) Oral medication should be given strictly in accordance with instructions supplied by the student’s medical practitioner and must to be in writing. Non-prescribed oral medications eg. analgesics will not be given.
2) Where a staff member is to administer long-term medication, the instructions provided should be typed by a pharmacist at the doctor’s direction. The staff member should not accept the instructions solely of a parent. The medication container needs to indicate specific times at which medication is to be administered as well as the quantity or dosage.
3) At no time should any medication provided for one student be administered to another student.
4) All unused medication will be returned to the parents.
5) Staff members will not give intravenous injections.

Summary

Should your child/ren require prolonged medication, advise the Principal in writing stating details of the illness, the medication (as above) and giving permission for the staff member designated by the Principal to administer the medication. (If regular medication is required, please complete a “Medical Details” Form available at the school office.)

BLUE CARD

Under the Commission for Children and Young People and Child Guardian Act (2000), people who work with children under 18 years of age in particular businesses or categories of paid or voluntary employment, must undergo screening - the Working with Children Check. A person whose application to work with children and young people is approved is issued with a positive notice letter and a blue card. If a person’s application is refused, they are issued with a negative notice which prohibits them from working in the particular categories of employment or carrying on particular categories of businesses defined by the Act.
BOOK AND STATIONERY REQUIREMENTS

Year level book lists are forwarded home with each student towards the end of each school year and provided to parents of new students on enrolment.

CHAPLAINCY PROGRAM

The Rangeville school community provides a chaplaincy program endorsed by the school's Parents and Citizens’ Association and available on a voluntary basis to all students. The chaplain is involved in a range of activities which happen at this school which are free of religious and/or spiritual content. These activities are available to all students on a voluntary basis unless a parent or guardian requests in writing that this is not to occur for their child/ren. Chaplains may also be involved in activities with religious, spiritual and/or ethical content and additional consent is sought from parent/guardians for these specific activities. Information about the school’s chaplaincy program is on the school’s website. Prior to commencement of any additional activities with religious, spiritual and/or ethical content in the school, parents/guardians will be advised through the school newsletter and website.

CLASS NAMES

Where ever practical, each class is identified by the use of the first letter of the teacher’s surname; that is, Mr Brown’s Year 3 class would be 3B, Mrs Jones and Mrs Smith’s Year 1 and 2 classes would be 1/2JS.

CLASS PHOTOGRAPHS

Parents are given timely notification as to when class photographs will be taken each year. The formal school uniform is the dress requirement for these photographs.

CONTRIBUTIONS

There is a Voluntary Family Contribution of $20.00 per term per family. This contribution, approved by the P&C Association, helps provide updated school resources, computers, etc.

DENTAL HEALTH SERVICE

Free dental treatment ie. Examination, restoration of all teeth, extraction and root treatment of baby teeth, fluoride treatment, oral hygiene instruction, x-rays to all Primary and Preschool children (from 5 years old) whether they attend school or not is available providing the application/consent form has been completed by a parent/guardian.

If parents would like further information on the Dental Service, please contact the Toowoomba Base Hospital Dental Clinic, phone 4616 6436. If the office there is unattended, leave a message on the answering machine.

EMERGENCY EVACUATION DRILL/LOCKDOWN DRILL

Procedures have been adopted which promote speedy evacuations or lockdown of the buildings in cases of emergency. Regular practice is given in these procedures. A siren and air horn are used as warnings. All members of the school community are requested to participate in all drills.

ESTRANGED SITUATIONS - PARENTAL ACCESS

In these situations, it is imperative that the Principal be advised in writing as to the custody and access arrangements of the child/ren involved. If a court order has been issued, then the Principal will ask to see this court order and to keep a copy in a confidential file.
This is to ensure that school personnel comply as far as possible with requests in relation to:-
- granting or refusing access to child/ren during school hours
- providing certain information to the other party.

**EXCURSIONS AND PERFORMANCES**

From time to time educational excursions are organised to reinforce work undertaken at school. For these excursions, students are expected in most cases to meet the cost of transport and admission fees where applicable. No student is permitted to participate without the written consent of parents. Detailed information is forwarded home at appropriate times throughout the year.

Up to four Arts Council performances may be offered each year at the school. Parents are encouraged to allow their children to attend these. The cost is kept to a minimum. Parents will be advised of details about each performance at the appropriate times. Other performances deemed “appropriate to primary school” are offered from time to time.

**FACILITIES**

The grounds include:
- 3 Ovals (2 cricket/1 soccer, 2 junior)
- Athletics track, shot put & discus areas
- 25m heated swimming pool
- 3 Netball courts
- 1 full size basketball court
- 4 cricket practice nets
- 4 adventure playground areas
- 2 covered play areas
- Vegetable & environmental gardens

The buildings and facilities include:
- A modern computerised Library
- Large tuckshop operating Wed, Thurs, Fri
- Two computer laboratories
- Large School Hall - with stage
- Music block
- Special Education Unit
- Multi unit Prep facilities
- Seven Teaching blocks - 33 Classrooms
- Uniform Shop
- Outside School Hours Care building
- Dental Clinic on site

**LOST PROPERTY (Name all belongings please!)**

Each week all articles of lost property found in the grounds and covered play areas etc are placed under D Block near the Clothing Pool. Any unclaimed belongings are regularly sorted by volunteers. Identifiable articles are returned to the relevant student through their class teacher, whilst unnamed articles are stored under D Block near the Clothing Pool until the end of term for possible claiming. After that, all unclaimed, school items will be given to the Clothing Pool and unclaimed, general items will be donated to a suitable charity. Please call at the school office if wishing to check unnamed clothing under D Block near the Clothing Pool.

**MOBILE PHONES, IPOD AND MP3 PLAYERS**

The use of mobile phones, iPod and MP3 players, PDA and similar electronic devices in class and at school are disruptive to the learning environment of all students and should be discouraged. However, in special circumstances students should negotiate arrangements with their teachers and/or school administration for their use where appropriate.

- Students are deterred from bringing electronic devices to school, which have the potential to detract from the learning occurring in classrooms.
- Where it is appropriate for these items to be at school on particular occasions, students have been made aware of their responsibilities regarding the security, storage and use of these items.
- Students are to leave mobile phones etc at the office and collect at the end of the school day.
NEWSLETTER

To keep our school community informed of school news and happenings, a weekly newsletter, “Newslink” is published electronically every Thursday via our school’s website, with an email containing a link to the website being sent to parents upon request. Special notes, articles of interest, etc, are welcomed for publication in our newsletter.

PARKING

The School is surrounded by “drop only” zones and there is no long term parking available. Parents (excluding those requiring disabled access), are not permitted to park or drop off in the school grounds because of the danger this presents to students. Those who choose to do so will be reported to the Police. Parents are encouraged to stagger drop off and pick up times, use car pooling or walk their children from a point that is not on the school boundary. Organising a pick up point for your child is also recommended. After 3:30pm, children not picked up are to go to the office. There is an excellent before and after school care facility for your convenience. If for some reason you are held up, please ring the office to allay the concerns of your children. All students should be picked up by 3:30pm or sent to after school care.

RELIGIOUS INSTRUCTION

Religious Instruction is available as an optional offering for 30 minutes per week. The program run at Rangeville is a Co-operative (an ecumenical or non-denominational) program and is delivered by representatives of the following denominations: Anglican, Assemblies of God, Baptist, Catholic, Church of Christ, Presbyterian, Uniting. Upon enrolment of your child, you are able to indicate if you want your child to attend Religious Instruction.

SCHOOL CROSSING SUPERVISORS

For the safety and welfare of students, School Crossing Supervisors are on duty each day at the four (4) school crossings - one in High Street, one in South Street, one on the corner of High and South Streets and one in Meibusch Street in the morning from 8.00am to 9.00am and the afternoon from 2.55pm to 3.25pm.

In the interest of safety we would like parents to support and reinforce efforts by insisting that:

- children know the basic traffic rules
- children cross the road only at the designated crossings
- bicycles are in good condition
- cyclists wear helmets (this is compulsory)
- parents park legally when dropping off and picking up children (see Parking section)
- children ‘walk’ their bicycles across the crossings and into and out of the school grounds and to and from the bike racks and on footpaths surrounding the school
- the school driveways and car parks are not entrance or exit areas to the school for children or parents
- children do not loiter on the way to or from school
- children do not leave the school premises after arrival at school without permission from the Principal
- children be aware of the ‘stranger danger’ concept
- closed in shoes are worn to school
STUDENT BANKING

Though not compulsory, students from Year 1 upwards are encouraged to bank weekly. Early in the New Year, parents of Year 1 students will be advised when banking starts for their children. Parent volunteers conduct school banking each Wednesday with deposits being made via Electronic Funds Transfer.

STUDENT SCHOOL RECORDS

The school records of students’ names, addresses, telephone numbers etc ensure that Administration is able to contact parents in the event of illness/accident. To ensure that these records are accurate, parents are asked to advise the school immediately in writing if any of these details change:

a) mailing or home address  
b) telephone numbers (either at work or at home)
  
c) family situation     
c) emergency contacts.

STUDENT COUNCIL

Student Council members are elected by their Year Seven peers. The group meet monthly to make decisions about minor school policy amendments and to discuss suitable fundraising activities for all students. Student Council members also work with younger students modelling safe and responsible play.

Student Council representatives find the tasks they participate in are rewarding, as the students play an active role in school decision making.

STUDENT/SCHOOL SECURITY

All visitors to the school (including parents) must sign in at the office and wear a visitor’s badge while on the premises. There is a volunteer’s register in the classrooms which needs to be signed if parents are doing classroom work. If you need to collect your children during school hours, please notify your child’s teacher beforehand either in person or by note. When you arrive to sign your child out at the office, an office staff member will phone your child’s classroom and ask for them to be sent with their bag to the office. Please do not collect your child directly from the classroom, nor from the gate during school time.

TELEPHONE CALLS

Students are not permitted to make telephone calls concerning items/materials which have been forgotten. Office staff will make calls on behalf of students in emergencies only.

TRANSFER OF STUDENTS

A school transfer certificate is required when a student transfers from one Queensland State school to another. Parents are requested to inform the school office as early as possible, either by letter or personal contact, when a transfer is required. If possible, the name of the school the child will be attending should be advised. Library books and school reading books should be returned. Personal books should be retained for use at the new school. If transferring interstate, advice to the school office is also required.

Year 7 students do not require a transfer to their Secondary School, but notification of the Secondary School will be sought from parents towards the end of the year.
TRANSPORT

**Bicycles / Scooters:** Parents of children riding bicycles to school are asked to ensure that their child/ren wear bicycle helmets (correctly), to encourage them to observe the rules of road safety and on arriving at school, to store their bicycles in the racks provided. Bicycles and scooters are not to be ridden in the school grounds or on the footpath in front of the school. Bicycles and scooters need a lock and chain to ensure they remain safely in the bike racks. Students are not to go to the bike racks again until 2.55pm departure from school.

**Bus Services:** Sunbus Service provides transport to Rangeville State School. For bus routes, costs and timetable please contact Sunbus Service direct, phone 46 331 177 or ask at the school office for a timetable. Parents should make sure their child / children are aware of travel arrangements to and from school each day.

UNDESIRABLE ITEMS

Parents should ensure that their children do not bring to school such undesirable items as pen knives, toy guns, valuable toys and/or jewellery. Dangerous items will be confiscated immediately. Possession of items considered to be at risk (eg. valuables) will bring counselling from teachers. ‘Fad’ toys, eg. Pokemon, Digimon items are not to be brought to school at all.

USE OF SCHOOL GROUNDS

A person or club wishing to use the school grounds for a particular event or purpose will need to contact the Principal or Business Services Manager to seek permission to use the grounds. In general, people should not enter the school grounds without permission, particularly after hours. If people are found on the school grounds without permission, the police may be contacted.

VISITORS REGISTER

All visitors and volunteers in the school are requested to sign in the Visitors’ Register in the foyer of the Administration Block. Volunteers to the SEP, Classrooms, Tuckshop and Clothing Pool will need to sign in at these particular sites.

*Should you have any further queries that this Information Booklet has not attended to, you are most welcome to call the school on 46 177 333.*