

Orion State School

‘Striving for Success’



School Information

Handbook

2019

Orion State School

School Directory

Principal:	Mrs Carolyn Mayne
Administration Officer:	Mrs Rachel Cogill
School Address:	1002 Ten Chain Rd Orion, Via Springsure 4722
Postal Address:	1002 Ten Chain Rd Orion, Via Springsure 4722
School Phone Number:	(07) 4984 6126
School Fax Number:	(07) 4984 6174
School Email:	
Principal:	the.principal@orionss.eq.edu.au
Principal:	cmayn26@eq.edu.au
Administration:	bsm@orionss.eq.edu.au
Office Hours:	9:00 am – 3:00 pm (Monday & Wednesday)
School Hours:	9:00 am - 3:00 pm
Brain Break	10:00 am - 10:10 am
Morning Recess:	11:00 am – 11:45 am
Lunch:	1:15 pm – 1:45 pm

Welcome

Welcome to Orion State School

Orion State School is a P-6 Education Queensland State Primary School which opened in 1964 with 19 students. Today Orion State School caters to our small community and is a one teacher school full of enthusiastic students eager to learn.

Orion is committed to high standards in all areas of schooling. It is served by dedicated, enthusiastic, caring and committed staff who, most willingly and ably share their talents and abilities with students and other professionals.

The school is of modern design and is set in very attractive grounds. The school has an extensive range of resources and is well equipped with audio-visual equipment and modern teaching aids. The spacious school grounds feature an adventure playground, a cricket pitch, tennis court/basketball court and library.

To ensure that your child gains most benefit from the opportunities offered at our school we encourage you to take pride in your association with the school and to work in partnership with the school to foster the social, physical, emotional and academic development of your child.

SCHOOL STAFF

Teaching Principal	Mrs Carolyn Mayne
Cluster Teacher	Ms Narelle Donaldson
Administration Officer	Mrs Rachel Cogill
Teacher Aides	Mrs Melitta Parkes
	Miss Chloe Smith
Grounds Care	Mrs Natalie Eves
Cleaner	Miss Louise Nolan

PARENTS AND CITIZENS COMMITTEE

President	Mrs Sophie Bradley
Vice President	Mr Johnathon Tibbles
Secretary	Mrs Renee Cameron
Treasurer/Uniform Coordinator	Mrs Carmel Tibbles

Our School Motto

‘Striving for Success’



Our Mission Statement

To create a positive and effective learning environment that supports each child to maximise their learning outcomes as they become active and informed citizens in a modern world.

Our Belief Statement

At Orion State School our core business is to equip our students with literacy, numeracy and life skills through quality instruction that is connected to the real world, intellectually rich and challenging. Through high expectations, engaged learning and focussed teaching, we aim to develop individuals who are willing and able to ***“Strive for Success”***.

School Calendar for 2019

Queensland Term Dates: 2019

Term	Dates	Length
Term 1	Tuesday 29 th January – Friday 5 th April	10 weeks
Term 2	Tuesday 23 rd April – Friday 28 th June	10 weeks
Term 3	Monday 15 th July – Friday 20 th September	10 weeks
Term 4	Tuesday 8 th October – Friday 13 th December	10 weeks

Sessions Times

Literacy Block	9.00 am	-	10.00 am
Brain Break	10.00 am	-	10.10 am
Literacy Block	10.10 am	-	11.00 am
Numeracy Block	11.45 pm	-	1.15 pm
Afternoon session	1.45 pm	-	3.00 pm

After Hours Contact

It would be appreciated that all matters concerning school are dealt with during school office hours, which are 9:00am to 3:00pm on Monday, Wednesday and Friday and 8:00am to 8:30am and 3:00 to 3:30pm on Tuesday and Thursday during the school term. For after hour emergencies, please contact the Principal.

Allergies

If your child has any allergies, please make sure it is recorded in the medical details section of their enrolment form. We will make every attempt possible to cater for their requirements.

New Enrolments

The Principal is required to sight proof of age (birth certificate) before admission. A parent or legal guardian is required to accompany new pupils and fill out an admission form.

Enrolling Your Child in the Preparatory Year

The Preparatory (Prep) Year is the first year of school for your child. It is a compulsory full-time program that runs five days per week, from 9am to 3pm. Your child is expected to attend full-time to get the most from the Prep Year. Age is the only criterion for enrolment in the Prep Year for Queensland children. Your child must be five by 30 June in the year they enrol in Prep. To find out when your child is eligible to enrol in the Prep Year, see the table below:

	2015	2016	2017	2018	2019	2020
Child born 1 July 2009 to 30 June 2010	Prep	Year 1	Year 2	Year 3	Year 4	Year 5
Child born 1 July 2010 to 30 June 2011	Kindy	Prep	Year 1	Year 2	Year 3	Year 4
Child born 1 July 2011 to 30 June 2012		Kindy	Prep	Year 1	Year 2	Year 3
Child born 1 July 2012 to 30 June 2013			Kindy	Prep	Year 1	Year 2
Child born 1 July 2013 to 30 June 2014				Kindy	Prep	Year 1
Child born 1 July 2014 to 30 June 2015					Kindy	Prep
Child born 1 July 2015 To 30 June 2016						Kindy

Contact the school for enrolment information. Please note that it is compulsory requirement for your child to complete the Prep Year prior to their enrolment in Year 1.

Arrival and Departure

Children should arrive at school at a reasonable hour but not before 8:30 am. Mornings are important preparation time for teachers and it is difficult to supervise children who arrive before this time.

After school, children are to be collected or make their way home as soon as possible. There is no supervision for children after school and children are requested not to play in the school grounds after this time without parent attendance.

Arts Council

Arts Council occurs 2-4 times throughout the year. It gives the children an opportunity to see live entertainment by professional performers. Permission notes will be sent home with the newsletter, closer to the performance.

Attendance

Except for sickness, medical, dental appointments etc, pupils are required to attend school each day. When absent from school for extended periods, students can miss out on key learning concepts taught in their absence. In the event of absence from school, notification in the form of a note of explanation or a phone call is expected.

Behaviour Management

We encourage all children to develop their own internal behaviour management monitors. We believe in positive reinforcement and reward students with positive praise, gestures or smiles for doing the right thing. It is the school culture to learn and to behave appropriately.

There are some instances, where students may be reminded of the rule and choose to disobey it. On these occasions, students will be given 'time out' to enable them to 1. Cool down and 2. Reassess the appropriate behaviour. If these instances are frequent, parents will be called for a case conference to discuss appropriate measures.

Book Club

From time to time, the school gives the students the opportunity to purchase books through selected book clubs. Orders can be made via the parents LOOP ordering system online. The school receives free books for the library based on the amount of books purchased. Therefore, your purchase of quality books also means more books for our school library.

Birthdays

Birthdays can be celebrated by bringing a cake and relevant number of candles to school to share with the other children.

Camp

The school, in conjunction with the P & C decide on the destination for annual school camps. The camp is usually held early Term 4.

Clothing

If you think your child may require a change of clothing to be left at school, please leave a set of named clothes in a drawstring bag with the school staff. We will be at all times discreet if an accident does occur.

Technology

Orion State School has an excellent student: computer ratio, which exceeds Education Queensland requirements. Students are given structured technology lessons utilising the Interactive Whiteboard and individual computers to promote typing, navigation and research skills.

The computers have programs in place, which prevent students from accessing prohibited sites. You will be required to complete an Internet agreement form to give permission for your child to use computers at school.

Consent Forms

For any activities or excursions outside the school, parents must sign and return the consent form. Consent forms will usually be distributed with the school newsletter. Your promptness in returning these forms is appreciated.

Contacting Teachers

The teachers can be contacted on the school phone (07) 4984 6126. We would ask that it be used only for messages or important matters during school hours (9:00am – 3:00pm) as staff, are busy teaching. If the phone is not answered, please leave a message and it will be answered at the next available opportunity.

We are always happy to talk to you about your child's progress. This is best done by arranging an interview, timetabled for the afternoon, after 3:15pm. Mornings are not good times for interviews as this time is important preparation time for the daily teaching activities.

End of Year Awards Night

Our school holds an end of year concert towards the end of fourth term. At the concert, the students are involved in the performance and presentations are made for Outstanding Achievements throughout the Year.

Excursion

From time to time during the year, the teachers will organise outings of educational interest. Education Queensland requires written permission from parents before a child may participate in such outings. Excursions are only possible with the assistance of parents.

Fire and Lockdown drills

Well documented procedures are practised at regular intervals throughout the year to ensure prompt and orderly exits from school buildings. The Emergency evacuation point is located on the signed area on the small oval. Please take the

time to familiarise yourself with these procedures in case you are in the school at the time of a drill.

Health Policies

Teachers or teacher aides may give oral medication, provided it is given strictly in accordance with instruction given by the student's medical practitioner and requested by the parent in writing. Administration of medicine will be recorded.

Children who need medication (puffer and inhalers) require written permission at the beginning of the year and instructions from the Doctor.

Non-prescribed oral medication e.g.: analgesics will not be given by a teacher. Teachers are **not** permitted to give an intravenous injection.

All cuts, sores and open wounds should be covered and treated before children come to school. We would advise you to keep your child home if they are unwell. This prevents the spread of illness throughout the students and teachers.

If your child becomes unwell at school, we will rest your child and contact you so the child can be taken home. In the event of an emergency, an ambulance will be called and you will be contacted immediately. A member of the school staff will accompany your child in the ambulance.

**Please ensure that your telephone numbers are
Current at the office at all times**

HEALTH EXCLUSION TABLE – INFECTIOUS DISEASES

Disease	Patient shall be excluded from school
Mumps	For at least 14 days after the onset of symptoms.
Chicken Pox	For at least 7 days after the beginning of the illness AND until the last lesion has healed/dried.
Scabies	Until all evidence of the disease has disappeared.
Measles	For at least 7 days after the onset of rash or until a medical certificate of recovery is produced.
Impetigo (School Sores)	Until appropriate treatment has commenced. Sores must be covered with water tight dressing. If a large number of sores are present and cannot be covered easily, must remain at home until healed.
Whooping Cough	For 5 days after starting antibiotic treatment.

Ringworms	Until appropriate treatment has commenced. Must be covered with ointment or dressing.
Head Lice	Until condition is treated with a suitable commercial preparation. Hat, pillow cases, sheets also need treating.

Help in the Classroom

Parental help is invaluable in the classroom. Parents are encouraged to become involved where possible. We like to use the skills you have, so that you feel comfortable. We always need helpers for reading groups, maths, etc. If you are willing to help, however big or small, please contact the school.

Homework

Children in Years Prep - 6 will be given homework on a weekly basis. Homework will consist of Spelling, Reading, Mathematical and English exercises. Homework and home readers will be given out on a Monday and collected on a Friday.

Please note: If you feel your child has made a legitimate attempt with the homework activity, but cannot do it, please instruct him/her to leave it and inform the teacher the following day. It is not the school's intention to have children labouring over homework for hours.

Library

Our library contains a considerable number of books in both the fiction and non-fiction areas. The children are acquainted with the various types of literature and are taught required skills for the usage of resources and reference books. Library bags, such as the students' green homework folder is essential for borrowing to protect library borrowed books. Should a book become lost or damaged the charge will be at replacement value.

Lost Property

Parents should ensure that all property is clearly marked. Parents are welcome to inspect lost property at any time. Any lost property that has not been claimed at the end of the school year will be donated to charity.

Lunch

There will be two lunch breaks each day plus a small brain break at 10 am. Sufficient food is required for meal times. Research has shown that a brain requires healthy food and lots of water to function at its optimal performance. Lunch is asked to be of a nutritious nature. Please note the following when packing your child's lunchbox.

- A simple rectangular lunchbox is best as it is stored in the fridge for freshness.

- Provide food in gladwrap or packets that children are able to open.
- Include a spoon if needed.
- Try to avoid food that is high in fat and sugar. We would prefer that chips, lollies and chocolates are not included in the lunchbox.
- For lunchbox ideas or suggestions, please see the school staff.

Tuckshop

School Tuckshop operates every Friday, first break at 11:00 am. A tuckshop menu is available at the school.

Please place your order with the current tuckshop convenor via email or by paper bag on Friday morning, clearly labelled with the student's name and order details. Payment can be made by direct debit into the P & C Bank Account. Contact the office for the current email address to use for orders.

Newsletters

A parent information newsletter is published twice a term. The newsletter contains details of upcoming events and what we have been learning about in the classroom. It is an important means of school-home communication and parents are encouraged to read each edition.

A community newsletter is published twice a term. If you have any articles to include, please send them to the school by fax, email or in hard copy.

Newsletters are emailed to parents and members of the community. Hard copies are available at the office by request.

Parents & Citizens Association

The P & C Association meets once every six weeks. The assistance of this association is invaluable and helps for closer cooperation between the school and the community. All parents and community members are welcome to attend. For details regarding meeting dates and times, correspondence will be sent to all parents via email or in the newsletter.

Parents/Carers Partnerships

- Educating a child is a partnership between the school and home. So that we can understand their needs and help your child reach their full potential, we encourage you to share information about your child with us. Children's behaviour can be markedly affected by additional excitement or stress. It always helps if we are informed. Of course, this information is always confidential.
- Chat with your child about what they are doing at school.

- Visit the classroom for a brief chat or to take part in daily activities or special events.
- Encourage your child to take responsibility for organising themselves (e.g. cleaning their bedroom, their lunches etc.)
- Read together and talk about a range of everyday genres such as menus, signs, magazines, catalogues, receipts, bills.
- Make available a range of containers and materials for measuring e.g. water, grain, sand.
- Involve your child in family activities that investigate mathematical ideas – cooking, setting the table, matching socks.
- Provide junk material for craft and imaginary activities such as shopping and construction.
- Allow children to complete their homework and projects independently and to seek help from the teacher if required.

Reporting

Evaluation of your child's progress occurs progressively throughout the year. Learning is a partnership and it is vital that you know where your child is at. In an endeavour to gain maximum benefit from reporting the following procedures have been adopted.

April/May	Parent/Teacher Interview
June/July	Report Card
September	Parent/Teacher Interview
December	Report Card

Please note: The teachers are happy to discuss your child's progress at any time throughout the year. Please make an appointment, so teachers can have the relevant information at hand.

School Bus

Orion State School has a school bus run operating in the mornings and afternoons, Monday – Friday. For further information regarding pick up/drop off points on the run, please contact the school office.

Staffing

The Teachers and Teacher Aides will be absent from time to time as they attend Professional Development courses throughout the year to better meet the needs of the students. At these times a Supply Teacher will be used.

Advisory Visiting Teachers

Specialist Teachers (e.g. Speech-Language, Gifted and Talented, Guidance Officer, Occupational Therapists) will visit the school by appointment to assist teachers with their preparation and planning for students with special needs in the classroom.

Sun Protection

In view of dangers of overexposure to powerful UV rays in Queensland and in compliance with and Workplace Health and Safety Policies, students are required to wear a broad brimmed hat and encouraged to apply sunscreen for all outdoor activities. Please ensure students bring a hat to school each day, as our school policy is NO HAT, NO PLAY.



Swimming

Swimming instruction is organised for all children in Terms One and Four. Details regarding swimming will be included in the school newsletter and through letters being sent home. Students will need to wear a swim shirt and goggles are often useful to prevent sore eyes. The school hires trained instructors to teach the students.

Things from Home

Occasionally children like to bring things such as toys from home. These items can get lost or broken at school. It saves a lot of time and concern if these are left at home. Children are encouraged to bring any type of interesting specimen or object such as rocks, shells, flowers etc to enrich the science program.

Crafty objects that the children have made, photographs of special events, items from overseas etc are welcomed for group sessions.

Working Bees

To assist in keeping our school beautiful, the P&C committee coordinate working bees as required.

Uniforms

It is requested that all students wear the correct uniform. Undoubtedly, the wearing of a school uniform builds school pride and respect in our appearance. School uniforms and Sun Smart hats are available for purchase from the P&C uniform coordinator.

Girl's School Uniform

Green Orion School shirt (available from P&C)
Green Orion School stripy shirt (available from P&C)
Green shorts or skirt
Black shoes, white socks
Sun Smart Green broad brimmed hat

Boy's School Uniform

Green Orion School shirt (available from P&C)
Green Orion School stripy shirt (available from P&C)
Green shorts
Black shoes, white socks
Sun Smart Green broad brimmed hat

Uniform Code

- Closed in shoes are to be worn at school at all times due to health and safety reasons.
- Decorative jewellery (e.g. necklaces and large earrings) are not to be worn at school due to health and safety reasons. Suitable sleepers, studs and watches can be worn.
- Hair needs to be neat and tidy- students with long hair are required to keep their hair tied back due to health and safety reasons.
- Make-up and nail polish is not deemed appropriate to wear at school.

Locational Map

