PARENT HANDBOOK

PRINCIPAL: Mrs Laura Peagham
TEACHERS: Mrs Laura Peagham & Ella James
ADMIN OFFICER: Mrs Pat Peagham
TEACHER AIDES Miss Debra List
Miss Deeana Greenwood
CLEANING: Mrs Sandra Ingram
GROUND: Mr Don Perks

A Word from the Principal
Dear Parents/ Guardians,

On behalf of our school community, I welcome you to Pentland State School and I look forward to forming a positive partnership with you to ensure your child’s full potential. Pentland State School caters for students from Prep to Year 7 in a warm and caring environment where pride and achievement are valued and celebrated.

Pentland State School has a strong focus on working in partnership with our families and community to provide the best education for all students and our school vision reflects this: In a supportive partnership, provide for the development of each child, the attitude, skills and knowledge needed to cope with the demands of living in our society. Our Parents and Citizens’ Association is an important school community group who is integral in providing advice that represents the interests and learning of all students. I invite you to become an active member of this group and to take part in the educative process developed for your child.

We have a clear and explicit focus on improving our student performance in literacy and numeracy. Coupled with this is our daily work with each student on their social and emotional growth.

The staff and P & C Association of Pentland School welcomes you and trust that your association with what now becomes your school will be an enriching experience for yourself and your children.

Regards
Laura Peagham
Principal
SCHOOL CALENDAR 2014

<table>
<thead>
<tr>
<th>Vacation Dates</th>
<th>School Resumes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Easter</td>
<td>Tuesday 28th January</td>
</tr>
<tr>
<td>5th April – 21st April</td>
<td>Tuesday 22nd April</td>
</tr>
<tr>
<td>Winter</td>
<td>Monday 14th July</td>
</tr>
<tr>
<td>28th June – 13th July</td>
<td>Monday 14th July</td>
</tr>
<tr>
<td>Spring</td>
<td>Tuesday 7th October</td>
</tr>
<tr>
<td>20th September – 6th October</td>
<td>Tuesday 7th October</td>
</tr>
<tr>
<td>Summer</td>
<td>Monday 27th January</td>
</tr>
<tr>
<td>13th December – 26th January</td>
<td>Monday 27th January</td>
</tr>
</tbody>
</table>

School Timetable

8:00am
Students are welcome to arrive at school. Please make arrangements with staff if your child needs to arrive at school before 8:00am.

8:00 – 8:30am
Students and caregivers are welcome into classes. Students prepare for the day. Learning activities and games are provided for students.

8:30am
Bell rings to commence the school academic day. Students should be prepared for the day by this time.

8:30 – 10:30am
Session 1

10:30 – 11:00am
Playtime in supervised play areas.

11:00 – 11:10am
Morning Tea

11:10 – 1:00pm
Session 2

1:00 – 1:15pm
Playtime in supervised play areas.

1:15 – 1:30pm
Lunch

1:25 – 2:30pm
Session 3

2:30pm
School day is completed. Caregivers are required to pick up students. Parents are welcome to come into school to collect their children.

2:30 – 2:45am
Students supervised to leave school grounds safely.

School History
The Pentland State School celebrated its 125th Anniversary in May 2010. The township of Pentland nestles on the banks of Betts Creek. It was named after the hills to the north of the town which were named after the Pentland Hills in Scotland.
The school was originally opened on 11th May 1885. The highest enrolment was 83 in 1985. The Pentland State School 125th Anniversary Book can be purchased from the school and gives a further account about the history of the Pentland Township and school.

<table>
<thead>
<tr>
<th>Contents</th>
</tr>
</thead>
<tbody>
<tr>
<td>A-Z DIRECTORY</td>
</tr>
<tr>
<td>Absences</td>
</tr>
<tr>
<td>Active After Schools Communities</td>
</tr>
<tr>
<td>Assemblies</td>
</tr>
<tr>
<td>Behaviour Expectations of Pentland School Students</td>
</tr>
<tr>
<td>Book Club / Book Fair</td>
</tr>
<tr>
<td>Camps</td>
</tr>
<tr>
<td>Chaplaincy and Community Involvement</td>
</tr>
<tr>
<td>Complaints Management</td>
</tr>
<tr>
<td>Computers</td>
</tr>
<tr>
<td>Curriculum</td>
</tr>
<tr>
<td>Enrolments</td>
</tr>
<tr>
<td>Excursions</td>
</tr>
<tr>
<td>Extra Curricula Activities</td>
</tr>
<tr>
<td>Facilities</td>
</tr>
<tr>
<td>Head Lice</td>
</tr>
<tr>
<td>Homework</td>
</tr>
<tr>
<td>Infectious Diseases</td>
</tr>
<tr>
<td>Lost Property</td>
</tr>
<tr>
<td>Medication</td>
</tr>
<tr>
<td>Mobile Phones and Other Electronic Devices</td>
</tr>
<tr>
<td>Newsletter</td>
</tr>
<tr>
<td>Parent / Teacher Meetings</td>
</tr>
<tr>
<td>Parents and Citizens Association</td>
</tr>
<tr>
<td>RREAP</td>
</tr>
<tr>
<td>Religious Instruction</td>
</tr>
<tr>
<td>Reporting on Student Progress and Parent / Teacher Interviews</td>
</tr>
<tr>
<td>Safety in Schools Legislation</td>
</tr>
<tr>
<td>School Awards</td>
</tr>
<tr>
<td>School Leaders</td>
</tr>
<tr>
<td>School Sport</td>
</tr>
<tr>
<td>Sickness / Accidents</td>
</tr>
<tr>
<td>Swimming – School Program</td>
</tr>
<tr>
<td>Smoking</td>
</tr>
<tr>
<td>Tuckshop</td>
</tr>
<tr>
<td>Uniform Policy and Requirements</td>
</tr>
<tr>
<td>Valuables at school</td>
</tr>
<tr>
<td>Volunteers</td>
</tr>
</tbody>
</table>

A-Z DIRECTORY OF PENTLAND STATE SCHOOL ADMINISTRATION

ABSENCES
If your child is to be absent for any reason, please phone our School on 4788 1236 or email to the.principal@pentlandss.eq.edu.au at any time and leave a message (child’s name, class and reason for absence). Messages will be passed on to class teachers each morning. If unable to comply with the above, send an explanatory note to the class teacher on your child’s return. All absences must be explained under the Education Act. If students are absent for three days without notification or 3 unexplained absences in a 2 week period, parents will be contacted regarding reasons for the absence.

ACTIVE AFTER SCHOOLS COMMUNITIES PROGRAM
Pentland State School is fortunate to offer Active After Schools Communities Program in 2013. This program is funded by the federal government to provide a program to the students to become active during after school time. This program is conducted for 7 weeks each term over 2 afternoons a week, 2:30 – 3:45. Qualified instructors implement the program and supervise the students. A healthy afternoon tea is provided for all participants to encourage healthy eating habits.

ARRIVAL AND DEPARTURE FROM SCHOOL
- Students are asked not to arrive at school before 8:00am. Students who arrive before 8:00am are to report to the office and be supervised in the computer room until school commences. Please make prior arrangements with the school if you require your child to arrive at school earlier than 8:00am. This is to ensure that there will be staff available at this time to supervise your child.
- Classes will be opened at 8:00am to allow students to prepare for the school day. Parents are also welcome to visit their child’s class to see the work they have completed, or talk with the class teacher.
- Students departing before 2:30pm or going home sick are required to have their parents sign them out at the school office. The school must be notified if children are to be picked up by any other person other than listed parents / carers.
- Students are to leave school by 2:45pm, except when under the supervision of a Teacher. After 2:45pm, students need to be collected and signed out from the office.
- Students may only leave the school grounds with the permission of the Principal.
- Students must wheel bicycles/scooters into and out of the school grounds and these must be left in the bike racks at all times
- Students riding bicycles and scooters must wear helmets at all times.
- When crossing roads adjacent to the school, student cyclists must dismount and wheel bicycles across the road.

ARTS COUNCIL
Throughout the year the children attend performances by artists from the Queensland Arts Council. These are held at Pentland State School and Homestead Hall. The cost is $6 per child. Parents are expected to organise the transport to Homestead for their own children. We receive generous financial support from RREAP and Charters Towers Regional Council to access the Arts Council performances at a minimal cost.

ASSEMBLIES
Parents are most welcome to attend school assemblies. The agenda includes snippets of school news and awards to individual children, as well as performances from various groups and classes. Assemblies are held in the
Undercover Area (in front of the Tuckshop)
- Assembly - Each Friday at 8:30am.

BEHAVIOUR EXPECTATIONS
- Our aim at Pentland State School is for all students to manage their own behaviour. A copy of our Responsible Behaviour Plan for students is issued to each parent on enrolment of students and is also available on the website. It is expected that at Pentland State School the students will:
  - treat all other students, staff and parents with respect
  - wear the full school uniform daily showing respect for self and school
  - participate actively in the school’s education program
  - behave in a manner that respects the rights of others, including the right to learn
  - support school staff in maintaining a safe and respectful learning environment for all students

Our students follow the rules below:
- Be Responsible
- Be respectful
- Be Safe

For more information please refer to our Responsible Behaviour Plan for Students

BRAIN FOOD BREAK
At 8.30am each day students are able to eat brain food, which aims to maintain their concentration levels for a longer period of time. During this time students are able to eat a small healthy snack in class and then return to work.

BOOK CLUB / BOOK FAIR
The school provides a book club service for all students throughout the year. Children have the opportunity to regularly purchase quality reading books and computer software. In addition, parents have an opportunity to purchase additional leisure reading material through Book Fairs. Book Fair purchases are made by children or parents while the Fair is in operation. Look for the dates in the School Calendar and Newsletter.

CAMPS
Traditionally our whole school attends a week long camp each year. In 2013 this tradition will be revised and discussed at P&C meetings. Our camps are aimed to enhance the curriculum offered in class and also give students a broader experience of life outside Pentland.

CHAPLAINCY PROGRAM
A Chaplaincy Service is provided at Pentland State School. The service provides an additional dimension to the school’s existing pastoral care programs. The aim of the Pentland State School Chaplaincy Service is a focus on supporting students, parents and staff in their personal, emotional and spiritual growth by:
- Caring for students, families and staff through building positive relationships and role models
- Working with and complementing the existing school's support services
Offering support to students of all year levels and families in the wider school community
Providing an alternative link between families and the school and additional support services in the community.

COMMUNITY INVOLVEMENT
Parent and carers participation plays a significant role in the success of students at school. We encourage families and community members to become involved in the educational lives of their children through a variety of ways including:
- Assisting in classes/excursions/special events
- Specific Literacy and Numeracy support through support programs such as the Support-a-Reader.
- Joining the Parents and Citizens’ Association

COMMUNITY LIBRARY
Pentland State School has a library which can be accessed by students and staff during school hours and after hours through the Community Library times.

Community Library Opening Times
Saturday 3:30pm – 5:00pm

Our library has a great variety of books from junior fiction to fiction, non-fiction and adult fiction. Community members are welcome to visit the library during the above times and browse our selection of books to borrow for your enjoyment.

COMPLAINT MANAGEMENT – ‘MAKING IT RIGHT’
Effective partnerships between parents, students and our school are important to educational success. From time to time you may have concerns relating to your child or our school. We want to hear your concerns because it is the only way that we can resolve the issue. We aim to provide an educational service that can be improved through your feedback. You can raise an issue with The Administration or Teachers. Sometimes it is not possible to see you immediately, so we would ask that you make an appointment to meet with the relevant person or arrange a suitable time for them to phone you.

COMPUTERS
Our school has approximately 36 computers for classroom use. Most of these are housed in the computer lab next to the office. Our school focus is on the integration of technology in our school, where technology is seen as a tool to enhance student learning. Every student has an individual student internet/curriculum password for which they are responsible and must not share with anyone else. Teachers also have these passwords to support students’ computer access. Teachers have access to all student work and internet connections are checked regularly as a security measure by the system administrator.

CONFIDENTIALITY
All State schools are required by law to maintain the confidentiality of all student information. Staff are only able to disseminate student
information to the student’s parents or carers and to a third party if advised by law.

Please be mindful when entering the office that at times the Administrative officer may be on confidential phone call and may ask you to wait outside or in the classroom. They will be with you as soon as possible. Also Administrative staff may be on a phone call and cannot invite you into the office straight away, so feel free to visit the class.

**CURRICULUM**

Subjects offered at the school are based on the eight Key Learning Areas (KLA’s), which form the basis of the Queensland State School Curriculum. Many activities undertaken at school provide opportunities for children to learn concepts from more than one KLA at a time.

The eight KLA’s are:
- Mathematics
- Science
- Health and Physical Education
- Arts
- Technology
- English
- LOTE
- Studies of Society and the Environment

All eight key learning areas are catered for through a differentiated curriculum which meets the needs of individual learners.

At Pentland State School we have implemented the National Curriculum for English, Maths and Science. In 2013, will see our school preparing for the implementation of the National Curriculum in 2012 in History.

**ENROLMENTS AND TRANSFERS**

- Application for student enrolment is made to the Principal. An enrolment form can be collected from the office. Once the completed enrolment form is received the Principal will conduct an interview with the parents or carers and prospective students. The information shared about your child at the interview is crucial to meeting their educational, emotional and social needs. An enrolment agreement is to be signed by the parents or carers and principal before enrolment is approved.

- An **Enrolment Form** must be completed and the original Birth Certificate must be sighted if you are enrolling your child in year one or Prep.

- A copy of any Custody Orders, Protection Orders or Family Law agreements etc must be given to the school at the time of enrolment.

- Please ensure that information given at enrolment time is as **complete** and as **accurate** as possible and that the school is notified of any subsequent changes. This is vital for any changes in family circumstances, medical information, addresses, telephone numbers and emergency contacts.

- If you are transferring to another school please notify the office of your child’s last day of attendance at Pentland as early as possible. All school equipment (library books, home readers etc) must be returned and any outstanding accounts finalised. Transfers to other State Schools within Queensland will be forwarded to the school.
EXCURSIONS
Throughout the year our students will attend excursions pertaining to their learning experiences. These are an important part of the unit of work planned by our Teachers and provide an opportunity for students to enhance contextual learning. Parents are requested to pay for these before the excursion.

EXTRA CURRICULA ACTIVITIES
Through the commitment of the staff, and supported by parents and members of the wider Pentland community, our school offers a wide range of extra opportunities for students at our school. Some of these are:

| Interschool Sport | Student Council | Active After School Communities |

FACILITIES
Through the extensive co-operation of the school community, and significant government investment in recent years, our school boasts quality educational facilities for our students. We are continuously seeking to improve physical environment both inside and outside the classrooms through grant application and community support. We have an Early Education Centre for our Prep – year 2 class, a classroom for Years 3-7, a computer lab, a music room and a new community library. Other facilities around the campus include a tennis court, 2 adventure playgrounds a tuckshop and office.

HEAD LICE
All parents have an obligation to check children’s hair regularly for lice and / or eggs, then treating as necessary. Regular checks and follow-up treatment are necessary. We will send home information sheets if there has been an outbreak. Current information tells us that there is a need to change treatment products regularly due to the lice’ ability to become immune to the base chemical used to make the product.

Remember head lice do not discriminate.
- Regular weekly checks
- Use the conditioner method and metal comb to stun lice and remove them and eggs – **IT WORKS**
- Change products to a different chemical base regularly

HOMEWORK
Homework provides students with opportunities to consolidate their classroom learning, prepare for lifelong learning beyond the classroom and involve family members in their learning. The setting of homework takes into account the need for students to have a balanced lifestyle. This includes sufficient time for family, recreation, cultural pursuits and employment where appropriate.

**Early Years (Prep – Year 3)**
In the Early Phase of Learning all 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.
- Learn weekly spelling words and sight words.

Homework in Years Prep, 1, 2 and 3 could be up to, but generally not more, than one hour per week.

**Middle Phase (Year 4 – Year 7)**

In the Middle Phase some homework can be completed daily, over a weekly or fortnightly period and may:

- include daily independent reading
- be coordinated across different subject areas, for example setting a task such as writing a letter (English) to the local member of parliament (Civics) about a local environmental matter (Science)
- include extension of class work, projects and research.
- Learn weekly spelling words or sight words.

Homework in Years 4 and 5 could be up to but generally not more than two to three hours per week.

Homework in Years 6 and 7 could be up to but generally not more than three to four hours per week.

**INFECTIOUS DISEASES**

Some of the common childhood diseases necessitate exclusion of the child from school until the risk of infecting others has passed. The Health Department has produced a recommended exclusion list for infectious diseases. Please contact the school office for details. Any doubts in this regard should be discussed with the Principal. The school should be advised of any infectious disease contracted by your child.

**LOST PROPERTY**

All possessions brought to school, including stationery and clothing, are the responsibility of the owner. Parents should assist children to develop the skills necessary to accept this responsibility. Follow up immediately if an item becomes lost by contacting the Class Teacher or Office. Valuables and toys should not be brought to school. Property that is found around the school is placed in container outside the Office. Mark clearly **ALL** items of clothing and personal property with child’s name.

**MEDICATION**

We accept responsibility for administering medication under the following conditions:

- Where prescribed medication is required to be administered whilst the student is at school or involved in school related activities, a caregiver must, in the first instance, make a written request to the Principal. If dosage changes please inform in writing.
- Where medication is to be administered, the instructions must be provided in writing by the medical practitioner or by a pharmacist at the medical practitioner’s direction. Such instructions must indicate specific times at which the medication is to be administered, as well as the quantity of medication to
be given. Pharmacist’s instructions should be written on the medication containers and must specify the student concerned.

- Students who are asthmatic must have a completed Student Asthma Record on file which details the First Aid Plan most suited to them.
- Students who have anaphylaxis must have a completed Action Plan for anaphylaxis which details the First Aid Plan most suited to them.
- Medication may be held at the school for use during a particular emergency e.g. bee sting, asthma attack.
- School personnel will not administer non-prescribed oral medications (such as analgesics and over the counter medications) unless supported by medical practitioner’s instructions.
- Medication will be kept in a secure place with all medication administered and recorded.

MOBILE PHONES AND OTHER ELECTRONIC DEVICES
Mobile phones and other electronic devices (e.g. ipods) have become a popular item in our modern technological society. We understand that parents may provide their children with phones for security and transportation reasons outside of school time. In line with EQ recommendations this school’s policy on mobile phones is:

- Students hand their mobile phone into office staff before school starts and collect at 2:30pm
- If there is a need to contact your child during the day, then contact must be made via the school office on 4788 1236. Messages will be passed on to your child. If the matter is urgent, we will ensure immediate contact with the child. Where students do not follow this policy, parents will be contacted.

NEWSLETTER
Newsletters to parents are sent home on a needs basis, with the oldest child, and contain information on students’ successes, school policy, a variety of school events and school and community news. Encourage your child to develop responsibility for delivery of this important communication. If a copy is not received because of your child’s absence, spares are available from the office. The Pentland Post, is sent home on a monthly basis. This celebrates students achievements and keeps the community aware of events at the school. A copy of the Pentland Post is placed on our website.

PARENT / TEACHER MEETINGS
Parent Teacher meetings are a vital communication tool within our school. Positive partnerships can be initiated and maintained through open two-way communication that starts with effective parent teacher meetings. Whilst these can occur at any time that is mutually convenient to both parents and teachers, a special meeting at the commencement of the school year occurs in all classes throughout the school where class and school routines are discussed and clarified.

PARENTS AND CITIZENS ASSOCIATION
An active involved Parents and Citizens’ Association serves the school community and it follows the basic aim of promoting quality education for all children. In addition, the Association provides parents with a variety of opportunities to participate in decisions affecting their children by providing a forum for parent involvement. Monthly meetings are held at 1.30pm (or when suitable for
members) at school. Notices of upcoming meetings are advertised in the School Newsletter.

RREAP
Pentland State School is a RREAP funded school (Rural Remote Educational Assistance Program). The objective of the program is to contribute to the enhancement of the learning outcomes for students in geographically isolated areas so that their learning outcomes match those of other students. This program provides financial support to allow us to keep transport costs at a minimum for our students and staff to participate in learning experiences in larger centres or bring expertise into our community.

RELIGIOUS INSTRUCTION
Due to a lack in staffing we currently do not have religious instruction. In the future we hope to have Non-denominational classes conducted throughout the term. Parents who do not wish their child to be involved in Religious Instruction lessons need to notify the school in writing.

REPORTING ON STUDENT PROGRESS AND PARENT / TEACHER INTERVIEWS
- Written reports on student progress are issued at the end of each Semester. These reports provide information on student progress in the eight key learning areas.
- Students in Years 3, 5 and 7 take part in NAPLAN tests in Term 2 each year. These Literacy and Numeracy tests are used by our school to improve programs for students, where necessary, and to also celebrate the work of our students and Teachers. Parents receive reports on student achievement in these tests in Term 4.
- Parent / Teacher interviews will be arranged for all families twice a year. Incidental interviews will be arranged throughout the year as required - a prior appointment is necessary.

SAFETY IN SCHOOLS LEGISLATION
Pentland State School prides itself on being open and accessible to parents, visitors and the community and are committed to providing a safe learning environment for students and staff. To ensure the safety of all students, staff and visitors we ask you when entering the school to ensure you contribute to the good order and management of the school and conduct yourself in an appropriate manner in front of all our members of the community. Under legislation the Principal or person in charge has the legal power to deal with parents and visitors who do not conduct themselves appropriately while on school’s premises. We do request that all visitors respect the safety of all in our school community.

SCHOOL AWARDS
Student of the Week Awards are given out on parade each week to recognise achievements in class.

Pentland State School hosts a Presentation Night at the end of each year and the following awards are presented to students in year 7 (this may include students in year 6 or 5 if there are small numbers) who demonstrate outstanding effort or achievement in nominated categories. The categories cover a broad range of social, academic and sporting behaviours.
Brynn Cooper Memorial Trophy – for Improvement in Academics
Brynn Cooper was a prospector who spent quite a bit of time gold scratching in and around the Pentland area. He loved the district and its people. When Brynn died at a very young age, his family decided to provide an ongoing trophy in his name at our school. This award is presented to the person who averaged the biggest improvement in academics overall throughout the year.

Jack Teichmann Memorial Trophy – for Outstanding Sportsmanship.
Jack Teichmann’s Dad was a police officer in Pentland many years ago. Jack grew up here and attended the Pentland School in his primary years. He loved sport, especially running. He was also quite good at it, and won trophies at the Sports. This trophy is to be presented to a person who competes in everything, without always expecting to win. They will always try their hardest. This person will always have a go. This person shows excellent sportsmanship.

Rayna Bucknell Trophy – for English and the Arts.
Rayna is a former Principal of the school who is a specialist English and Arts teacher. Rayna has always considered these subjects to be an important part of students’ overall learning and development.

Gavin and Claudine Moncur – Excellence in Mathematics Award
Gavin and Claudine Moncur are past principals at the school. Gavin is a specialist Maths teacher, and the family donated this trophy to be presented to a person who shows excellence at Maths.

Pentland Progress Association Scholarship
Students will apply in their own writing, stating why they deserve to win the $250.00 donated by the local Progress Association for this Scholarship. A child from year seven would have the money paid to their choice of secondary school, towards the cost of tuition for year eight. A younger student who wins will liaise with their parents and the school for the money to be spent.

Guildford Coal Attendance Award
Awarded to the student with the highest attendance percentage for the year.

SCHOOL LEADERS
Students in years 5 and 6 are eligible to nominate for the School Leaders positions of: 2 School Captains, Student Council Chairperson, Student Council Secretary and Student Council Treasurer. School Leaders are chosen by students and staff at the school, and are recognised by being presented with prefect badges at our awards evening at the end of the year, to take up their extra responsibilities with the start of the New Year. For more information please refer to the Student Leaders Policy.

SCHOOL SPORT
As sport and HPE are part of the curriculum, all children are expected to participate in sport and physical education. Exemptions will be allowed if the school is notified of a satisfactory reason.

The school participates in Dalrymple Cluster sporting events throughout the year. The schools that form the Dalrymple Collaborative Cluster include: Greenvale,
Homestead, Pentland and Ravenswood. Each year the cluster conducts four sporting events which include: cross country, athletics, soccer and swimming. These events are held in the hosting schools town. All students are expected to attend and participate in each event. Transport is provided at no cost to parents through support from RREAP (if approved). Parents are welcome to attend these events and volunteer or cheer.

SICKNESS / ACCIDENTS
A number of school staff hold Senior First Aid and CPR Certificates. A Register is kept of all students who report to staff and the attention they receive. Parents are contacted immediately if there is any doubt about the student’s condition. In all instances, parents are contacted when children sustain a hit to the head. It is important that we have correct contact numbers in the case of an emergency. If an ambulance is called and parents cannot be contacted, a staff member will travel with the child to the hospital.

SWIMMING – SCHOOL PROGRAM
Our school has access to a community swimming pool situated diagonally opposite our school. In 2013 the school will be participating in a swimming program in Term 4 with one 30 minute lesson per week. Students swimming in our program require:
- Swimming togs - boys may wear togs or shorts (shorts must be above the knee)
- NO bikinis or jewellery are permitted
- All students must wear a swim shirt or T-shirt
- The use of goggles is optional
- A towel and suitable swim bag is expected
- Students must ensure they have a dry uniform to change into.

SMOKING
Our school observes a strict no smoking policy in all parts of our school site.

SUNSMART POLICY
The policy aims to:
- Provide ongoing education that promotes personal responsibility for skin cancer prevention and early detection
- Provide environments that support Sun Smart practices
- Create an awareness of the need to reschedule work commitments and outdoor activities to support Sun Smart practices.

Students are required to wear a broad-brimmed hat (8cm – 10cm wide), apply 30+ sunscreen and wear sunglasses during outside activities (sunglasses and sunscreen can be supplied by the school).

TUCKSHOP
Tuckshop facilities are made available throughout the year. This service is dependant on P&C members being available to volunteer their time. A menu form is sent home notifying parents when tuckshop will be available. Parents are asks to complete the menu form and return it in an envelope with your child’s name clearly marked and the money provided. If you are available on a regular basis to
volunteer in the tuckshop please let the P&C members know. Your support would be greatly appreciated.

UNIFORM POLICY AND REQUIREMENTS

Goal
To support all families in having all students attend in the correct uniform each day. To distinguish all students from visitors to maintain their safety.

Community Expectations
All students are strongly encouraged to wear the school uniform each day. Students who are unable to wear the full uniform on any school day should bring a note of explanation addressed to the Class Teacher. It is expected that parents will arrange for students to be back in full school uniform as quickly as possible. As a general rule students must:
- Wear the school uniform
- Students who are unable to wear the school uniform must wear apparel which, as closely as possible, approximates the school uniform.
- Students must wear school uniform for all school organised excursions.
- Members of school sports teams must wear the prescribed team player apparel.
- Students must wear hats during outdoor activity (including PE lessons)

Requirements
- Pentland State School polo shirt (can be purchased at W Titley and Co in Gill Street, Charters Towers)
- Black shorts or skirt
- Green wide brimmed hat
- Sunglasses (which can be provided by the school)
- White socks and closed in shoes.
For further information please refer to our Student Dress Code Policy.

VALUABLES AT SCHOOL
Money brought to school should be carried in a secure pocket. It is not to be left in desks or school bags.
Property of significant value should not be brought to school unless essential for the learning program eg. spectacles, sporting equipment. The school cannot accept responsibility for damage or loss, and no insurance scheme covers this.

VOLUNTEERS
Parents are encouraged to become volunteers at our school. P&C are always looking for volunteers and classroom teachers involve parents in classroom activities. It is important that all volunteers sign in through the office.