



Stanwell State School

HANDBOOK



Stanwell State School



2024

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Study ♦ Service ♦ Sincerity

Welcome Note

Thank you for choosing Stanwell State School as the provider of your child's education.

At Stanwell State School we strive to educate our students for the 21st Century and are committed to providing quality 21st curriculum, rich in digital experiences, creative and divergent thinking and real-life application.

We appreciate your support in working with us as a united team to ensure each student achieves his/her full potential. Open communication is the key to this partnership.

Please share the expectations and information contained in this booklet with your children. If you have any further queries, please contact us to arrange an interview.



Welcome aboard!

Vicki Rogers
Principal

Brief History

Stanwell is a rural community, comprised of a variety of working groups including retail, mining, and agriculture. Most local children attend Stanwell State School for the duration of their primary schooling.

Stanwell State School is located just off the Capricorn Highway, 22km west of Rockhampton. The school was opened on the 7th November 1873. Today there are 35 students at the school. The school is air-conditioned, with three separate classrooms, computer room, library, staff room, wheelchair accessible amenities, administration and storerooms. Student groups are multi-age. The school has a large undercover playground, two undercover eating areas. The school is surrounded by natural bushland and recent upgrades to the water infrastructure will now allow for a fully irrigated sporting oval.

The Stanwell community has a Hall which is utilised for local events. Many of the school facilities are open to the community upon request.



Administration/Teaching Team

Acting Principal	Mrs Toni Robinson
Class Teachers	Selina Saunders Alison Blackley
Teacher Aides	Danielle McGarrigle Shannen Johnson Hannah Batley Astrid West
Administration	Raylene Trulson
Computer Technician	Drew Bannah
Cleaners	Jessica Roberts
Grounds Person	Esther Teague

School Directory

Address: Stanwell State School
10 Teakle Street
STANWELL QLD 4702

Telephone: (07) 4934 7174
Mobile: 0436 930 438

E-mail: principal@stanwellss.eq.edu.au

Website: <https://stanwellss.eq.edu.au>

Education Queensland Website: <http://education.qld.gov.au> (for departmental policies, information about government financial assistance and Queensland schools.)

School Routine

Students are expected to arrive at school between 8:00am and 8:25am each day. Early arrivals need to be discussed with the Principal.

Time	Routine
8:25am	Bell sounds – meet at the parade area
8:30am	Class instruction begins
10:30-11:15am	First lunch (15 minutes eating, 30 minutes play time)
11:15-1:00pm	Class instruction
1:00-1:30pm	Second lunch (15 minutes eating, 15 minutes play time)
1:30-2:30pm	Class instruction
2:30pm	School concludes

Parade is held on Wednesday afternoons at 2:15pm. Weekly announcements are made, achievements are celebrated and awards are presented.

Absence from School

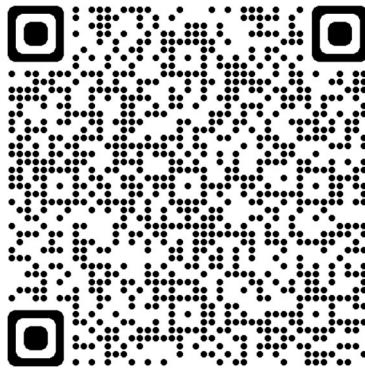
Student absences from school should be reported by written note or email to the Principal upon return to school or preferably by phone call, text or email to the school on the first day of the illness. Regular attendance at school is very important for all students.

Phone : 49347174

Text : 0436 930 438

Email: principal@stanwellss.eq.edu.au

Unsure if your child can come to school due to illness? Please scan the below QR code to access the Qld Health Time Out Poster for more information.



Administration

The school office is open Monday to Friday 8:00-3:00pm during the school term. When the office is unattended, please drop permission forms and monies into the locked box inside the administration office. If you'd like to speak with a staff member, please move to one of the classrooms to seek your request.

Admission

Enrolments are conducted through the school office and Principal. Enrolment procedures include completion of enrolment forms (available from the school office and website), which may be done beforehand and an interview with the Principal. The Department of Education requires evidence of the date of birth of the child. This evidence may take the form of:

- An official Birth Certificate or extract.

At interview, a starting date will be arranged. In order to ensure appropriate classroom support, in some cases the student's starting time may be delayed until appropriate support is in place.

The Queensland State Government will provide Preparatory Year of education for five full days per week. Students are to turn five (5) in the year of enrolment between 01 January and 30 June.

Does my child start kindy or school in 2024?

Date of birth	2019	2020	2021	2022	2023	2024	2025	2026
1 July 2013 to 30 June 2014	PREP	Year One						
1 July 2014 to 30 June 2015	Kindy	PREP	Year One					
1 July 2015 to 30 June 2016		Kindy	PREP	Year One				
1 July 2016 to 30 June 2017			Kindy	PREP	Year One			
1 July 2017 to June 2018				Kindy	PREP	Year One		
1 July 2018 to June 2019					Kindy	PREP	Year One	
1 July 2019 to June 2020						Kindy	PREP	Year One
1 July 2020 to June 2021							Kindy	PREP

Early entry to Prep

Early entry to Prep is only possible if the child meets all the legislative conditions set out in Part 4, Section 17 of the Education (General Provisions) Regulation 2017.

A child who is younger than the prescribed age for Prep is only able to commence school early if:

- they turn 5 years by 31 July in the year they propose to attend Prep **and** the school principal is satisfied that the child is ready for education in the Prep year or
- they have started education in another state or country that is equivalent to the Prep year **and** the school Principal is satisfied that the child is ready for education in the Prep year.

A parent who is interested in early entry to Prep should contact the school where they wish to enrol their child to discuss the requirements with the school Principal.

Playgroup

Playgroup is held in the school library each Tuesday during the school term from 8:30am-10:30am.

Educational Programs

Educational Programs are founded on the priorities set out by Education Queensland, and such priorities include quality curriculum programs, effective teaching and improving learning outcomes for all students. The school delivers the curriculum in all learning areas and has a good reputation in both academic and sporting endeavours.

Stanwell State School offers all learning areas through an integrated curriculum framework. We use local specialists to deliver Physical Education and Music. Stanwell State School has links with Westwood, Marmor and Gogango schools for cluster activities. The school is part of the Rockhampton Regional Education Office. We belong to the Capricornia Sporting Zone.

Emergency Procedures

Accidents

Accidents are attended to by an aide or a teacher on duty. If necessary, a staff member trained in First Aid attends an injury. All accidents are recorded in an Accident Register, which is held on file and archived as a legal document.

Emergency

In a situation requiring urgent medical attention the school's procedure is:

- Attend to the injury using First Aid
- Contact Ambulance if deemed necessary
- Contact parents using emergency contact details
- Aide/adults accompanies child in ambulance if parent unable to be contacted

** Any costs incurred are the responsibility of the parent or guardian. The school will not hesitate to call an ambulance if the injury is of a serious nature.

Sickness

If a child is ill the parent will be contacted to collect the child from school. It is preferred that sick children are kept at home. We have limited facilities to keep a child comfortable at school when they are ill. Unsure if your child can come to school due to illness? Please scan the QR code in the absenteeism section on pg.5 to access the QLD Health Time Out Poster.

Lockdown or Fire

The school has established safety procedures in the event of a lockdown or fire. These events are routinely practiced each term.

Excursions

Excursions involve children in real life educational experiences as a part of the teacher's class or school program. Excursions may be half day or full day or longer and are planned with minimal cost and P&C support and approval.

Head Lice

Exclusion is not necessary if effective treatment is commenced before next school day.

Homework

Homework provides regular reinforcement of important school concepts and builds links between home and school. Teachers will communicate expectations at the start of each year. Homework generally consists of reading, spelling and numeracy areas.

We encourage parents to discuss and check homework with your child. If you have any concerns regarding homework, please clarify them with your child's teacher.

Infectious Diseases

There are various contagious diseases where it is appropriate for the child to remain at home until the contagious period is over. Please scan the QR code in the absenteeism section on pg.5 to access the QLD Health Time Out Poster.

Key Learning Areas

The following Key Learning Areas are taught in all year levels.

- English
- Mathematics
- Science
- HASS – Humanities and Social Sciences
- Physical Education & Health
- The Arts – Music, Dance, Drama, Visual Arts and Media Arts
- Technologies – Digital Technology & Design Technology
- LOTE (Japanese, Yr 5-6)

Library/Resource Centre

The Library is stocked with quality fiction, non-fiction and reference material.

Children are encouraged to use the library for individual research. The library should be utilised as much as possible. Library day is a Tuesday, please ensure your child/children have their books ready to return each week.

Medication

Medication, prescribed by a doctor or dentist may be administered to students by school staff. It is necessary to complete the medication form available from the office. The

medication must be sent to the school office in its original prescription container and administered according to the doctor's instructions. Staff are unable to administer over the counter medications such as Panadol, Nurofen and herbal supplements.

DoE regulations prohibit students carrying their own medication to school. We require parents to deliver medication to the school office and collect after school or before weekends as needed. A person authorised by the Principal may administer medication, provided it is given strictly in accordance with instructions written on the medication container by the pharmacist.

Students with medical conditions eg. diabetes, epilepsy, anaphylaxis, ADHD, severe asthma etc. need to submit a detailed health plan prepared by a medical professional.

Newsletters

Newsletters are published every second Friday and we invite the community to make use of the newsletter to advertise any forthcoming events, items for sale etc. Newsletters are printed and given to the students and also published to the school's website. Please have any contributions for our newsletter in to the office by 2.30pm Thursday prior.

P & C Association

The Parents and Citizens Association is the main representative body of the community in the school. The P&C provide positive support to the school through fund raising, classroom volunteers, working bees, tuckshop and support of school events (i.e. sports carnivals, excursions etc).

The P&C is encouraged to actively participate in the development, planning and budgeting within the school decision making process for the benefit of the children. The P & C run both major and minor projects throughout the year and your involvement is encouraged and most welcome.

P & C meetings are held on the second week of the month at 2:30pm (term time only). Please speak with a representative to arrange your membership so you are able to participate in P&C events.

Volunteers who are not a parent of a student at the school (i.e. grandparent) must undergo the '*Working With Children*' Check (Blue Card). Volunteers must register in the Volunteer's Register in the office on arrival to the school.

Parent Volunteer

Teachers invite school/community members to help with various activities in the classroom. Being involved in the classroom benefits both parents and children. School/community members are able to see first hand what is happening in the classroom and children often respond positively to this involvement.

All helpers are expected to maintain confidentiality regarding any information on any child within the school. Volunteers who are not a parent of a student at the school (i.e. grandparent) must undergo the '*Working With Children*' Check. Volunteers must register in the Volunteer's Register in the office on arrival to the school.

Parenting Arrangements

If your child becomes the subject of a parenting agreement or formal custody order, it is imperative that you provide a copy of these documents to the administration team and make an appointment to share the implications for your child. We keep a copy of these documents on file and inform the class teacher of the arrangements.

We work with you and the relevant authorities including Child Safety and Queensland Police to ensure these orders are followed. However, we can only do this effectively if documents on file are kept current and any changes are shared immediately with us.

Reporting to Parents

A formal report will be given to parents each semester regarding their child's progress at school. This will be supplemented by Parent/Teacher interviews in Terms 1 & 3. Parents are encouraged to contact teachers to seek an interview at any time throughout the year should they wish to discuss their child's learning.

Student Leadership

We are committed to developing leadership skills in all of our students and we consider the preparation of our future leaders a priority in our school. Our leadership program is most noticeable through the work of our elected Student Leaders and the work of the Student Council.

In addition, all student are regularly acknowledged for their positive effort, behaviour, attendance, achievements through certificates on assemblies, 'good ones' and classroom achievement boards.

Sport

Swimming instruction is held in Terms 1 & 4 at Gracemere Pool. All grades participate in swimming as part of their Physical Education and Learn to Swim programs. We endeavour to undertake lessons over 5 weeks in each term.

Our involvement in Friday afternoon Interschool Hockey for children in the upper grades (age 10, 11 and 12 years; younger children may be included to make up numbers) is part of our school's sporting program.

Sporting Schools funding is also sought each year to provide a range of sporting opportunities to our students. Other sports and skills are also taught through our PE program.

Athletics, Cross Country and Swimming Carnival/s are held in conjunction with other schools in our small school cluster (Westwood, Marmor and Gogango). Children who meet required Capricornia District requirements may attend the representative Athletics Carnival and other Sporting Trials in Rockhampton for age 10, 11 and 12 years.

Sun Safety Policy

At Stanwell we are committed to sun safe practices for our students and staff. Our sun safe policy outlines our strategy for protecting our students against the dangers of the sun. Parents should encourage their children to wear a broad brimmed school hat (which are available to purchase from the P & C) and to apply sunscreen every morning before school.

The rule for hats is;
NO HAT, SHADE PLAY
(This rule is also applied to the wearing of closed in shoes).

Supportive School Environment and Behaviour Management

Our school rules for Positive Behaviour for Learning (PBL) Be Safe, Be Respectful, Be a Learner are taught to all students as we are committed to providing a safe, respectful and supportive learning environment for all students, staff, parents and visitors.

The Stanwell State School 'Student Code of Conduct' sets out the responsibilities and processes we use in our school to promote a productive, effective whole school approach to discipline. Its purpose is to facilitate an understanding of expectations from all in the school community, ensuring learning and teaching in our school is prioritised, where all students are able to experience success and staff enjoy a safe learning environment.

Tuckshop

A P&C sub-committee manages the tuckshop as a service for the children and as a fundraiser for the P&C Association. The Tuckshop Committee relies on voluntary helpers who donate their time towards this activity. Tuckshop is held once per week, currently on **Tuesdays**, and we appreciate any help that can be given.

Uniforms

At Stanwell we are very proud of our uniform and expect student to wear it proudly and respectfully. Uniform shirts and hats are available for purchase through the P & C. Please refer to our Uniform Policy.

Vehicles in School Grounds

Children's safety is of paramount concern. Please follow the safety guidelines when visiting the school:

- DRIVE SLOWLY WITHIN THE GROUNDS, OBSERVE THE 10KM SPEED LIMIT;
- DO NOT DROP CHILDREN AT THE GATE, PLEASE PARK FIRST SO THAT THEY MAY CROSS SAFELY AT THE CROSSING;



Workplace Health & Safety

The school has to maintain a safe and healthy environment according to Government regulations. We appreciate your valued support - please raise any concerns and they will be investigated and reported to the appropriate authority for further action where necessary.

Year at a Glance

Term	Date
Term 1	Monday 22 January to Thursday 28 March
Term 2	Monday 15 April to Friday 21 June
Term 3	Monday 8 July to Friday 13 September
Term 4	Monday 30 September to Friday 13 December

2024 School calendar Queensland state schools

DECEMBER 2023	JANUARY	FEBRUARY	MARCH	APRIL
S M T W T F S 31 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	S M T W T F S 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29	S M T W T F S 31 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30
MAY	JUNE	JULY	AUGUST	SEPTEMBER
S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	S M T W T F S 30 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30
OCTOBER	NOVEMBER	DECEMBER	JANUARY 2025	FEBRUARY 2025
S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28

School terms
 School holidays
 Public holidays
 Staff professional development/student free days
 Part public holiday after 6 pm