

FORTITUDE VALLEY STATE SCHOOL



HANDBOOK 2009

FORTITUDE VALLEY STATE SCHOOL
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THE SMALL SCHOOL WITH A BIG HEART

TABLE OF CONTENTS

Message from the Principal

Historical Background

Organisation of School.....

Postal address

Phone/Facsimile...

E-Mail...

Web page

Principal....

Administration Officer

Current Staff

P&C Committee

P&C Meetings...

School Times and Dates 2008

School Resumes

School Terms

Public Holidays...

Pupil Free Days

School Hours

Office Hours

School Procedures

Early Arrivals

Departures

Attendance

Enrolments

Assemblies

Valuables at School

Excursions & Camps

Behaviour Management

Parent Concerns

Lost Property...

School Levy

Stationary List

School Photos

Parent Complaints

Curriculum.....

Key Learning Areas

Technology

becoming a member of the P & C or of the sub-committees.

Fortitude Valley's reputation as a warm, close-knit, caring community is reflected in the very dynamic and motivated 'family' atmosphere of its P & C Committee.

FUNDRAISING

The P & C is very active in organising the parking during the RNA Show. Money raised from the parking is spent on providing resources to enhance learning in our classrooms.

2009 P&C COMMITTEE

President – Mrs Marcelle Phillips

Vice-President – Mr Peter Perry

Secretary – Ms Wendy King

Treasurer – Ms Dominique Manchesini

PARENT INVOLVEMENT

PARENTS & CITIZENS ASSOCIATION

Membership is open to all parents and interested citizens (above 18 yrs of age) all of whom are eligible to attend and vote at the meeting which is held at the school at 5:30pm on the third Monday of the month.

The aims of the above Association are many and varied. In general it is trying to improve the school, but in particular to assist in fostering community interest in the school and in providing additional materials and equipment for the school. Our major fundraiser is the organisation of parking on the school oval during the 10 days of the RNA show. Parking is also available at the school for the RNA Home Show and the Caravan and Camping Show. The P&C are always looking for volunteers to assist with parking.

Minutes are available on request and items for discussion are notified in the Newsletter prior to the meeting.

COMMITTEE STRUCTURE

Each year a P & C Committee is elected. This committee includes the executives of the P & C and representatives of the sub-committees:

- Parking and Outside School Hours Care.

All of these committees require active and enthusiastic members. You are warmly invited and encouraged to become involved in the organisation of the school by

Music.....

L.O.T.E. (Language other than English

Homework

Special Educational Services

Instrumental Music

Guidance Services

Health & Physical Education

Library Resource Centre

Support Teacher Learning Difficulty

Extra Curriculum Activities & Services...

School Leaders

Student Council

Arts Council & Theatrical Performances

Inter-School Sport...

Facilities...

Health and Safety

Accidents & Sicknes

Dental Services

Fire Drill.....

School Health Nurse

Infectious Diseases...

Medication

Prep/Year 1 Enrolments

Open Day

The First Day Of School

Prep Year for the Future

Find Out More

Communication

Newslette

Parent/School

Reporting and Assessment.

Open Door Policy...

Year 2 Net Diagnostic Continuum

Outside School Hours Care

Uniforms

Parent Involvement



MESSAGE FROM THE PRINCIPAL

Welcome to Fortitude Valley State School!

We are delighted that you have chosen to entrust the formative education of your children to us.

At Fortitude Valley State School, we work together in a positive manner to create an environment that not only caters for each individual, but also benefits your child educationally, physically, emotionally and socially.

Our community works to ensure that all students receive the best possible educational experiences. Your involvement in your child's learning is encouraged and your participation in the activities of the school P&C Association is welcomed.

This Handbook outlines many of the procedures and policies of the school. It has been prepared so that you, as parents and caregivers, may be better informed on matters connected with the school, how the education of your child takes place, and the ways in which good relationships are maintained and fostered between the school community and the school.

Once again, welcome to this unique and educationally progressive school community!

Regards
Mr Matt Taylor BA Grad Dip Tchg

skorts and tracksuit pants. Our sports uniform is a red shirt with navy blue trimmings and navy blue shorts. All uniform items including, school jumpers are available from the school office at very reasonable prices on Wednesday mornings 8.30am to 9.00am.

Fortitude Valley State School – Uniform Prices	
Windcheaters	\$20.00
Green Polo Shirts	\$18.00
Red Sports Shirts	\$18.00
Shorts	\$15.00
Girls Skorts	\$15.00
Broad Brimmed Hats	\$8.00

The uniform has been designed to provide safety from the sun and give equal standards of dress to both the girls and boys in the school.

We encourage all students to wear the school uniform at all times. We are a school with proud tradition and history. By encouraging our students to wear their uniform with pride the school image is greatly enhanced.

Hats are an important part of our uniform and the NO HAT NO PLAY rule applies. Caps are not permitted.

Because of the varied physical activities that students are involved in at school, jewellery other than studs in pierced ears and watches should not be worn unless it is for a significant reason (e.g. medical bracelet, religious purposes).

ALL PROGRAMS ARE BASED ON OUR SERVICE PHILOSOPHY

Fortitude Valley Combined OSHC and Vacation Care is an inclusive service where everyone's feelings and opinions are respected; where all children have the opportunity to choose their own adventure; and where children, their families and the service staff come together in a safe and friendly environment.

STAFF All staff are experienced in providing quality care and programs to children. Most staff are currently studying for their Bachelor of Education, and all hold a current Blue Card and Senior First Aid certificate.

FEE SCHEDULE

FEES MUST BE PAID UP-FRONT

BSC: 6:45-8:45am = \$8; 8-8:45am = \$5

ASC: 3-4pm = \$6; 3-5pm = \$10.50; 3-6pm = \$13.50

An extra \$1 applies to casual bookings.

Vacation Care prices vary between \$37.50 and \$46.50 per day depending on activities and booking date.

Contact the office for more information.

Cancellation fees apply to all bookings.

DISCOUNTS

Most parents and carers are eligible for Child Care Benefit, an up-front rebate similar to the Medicare "gap payment", as well as the Family Tax Benefit at tax-time. Call Centrelink on 13 61 50 for more information.

UNIFORMS

The current day uniform is comprised of a teal green shirt with navy blue trimmings and navy blue shorts,



HISTORICAL BACKGROUND

Fortitude Valley State School is one of Brisbane's oldest and most historic schools.

The school has wonderful facilities, including a large multi-purpose oval, tennis/basketball court, an adventure playground, frog-breeding pond and nature area, well-resourced school library, advanced technological resources including interactive whiteboards.

It is generally felt that the students here at Fortitude Valley State School are privileged to have these spacious grounds and excellent resources at their disposal.

Fortitude Valley State School is a school of proud tradition. We hope that your family takes pride in that tradition enjoys the unique community atmosphere and takes advantage of the educational opportunities offered to everyone in the school community.

ORGANISATION OF SCHOOL

Fortitude Valley State School is located 1 km from the city centre.

Adjacent to the primary school is the Fortitude Valley Police station and the RNA showgrounds.

POSTAL ADDRESS Fortitude Valley State School
85 Brookes St,
Fortitude Valley Q 4006

PHONE – 07 3845 2333

FACSIMILE – 07 3845 2300

E-MAIL – the.principal@fortvallss.eq.edu.au

WEB PAGE – www.fortvallss.eq.edu.au

PRINCIPAL – Mr Matt Taylor

ADMIN OFFICER – Ms Tracey Johnston

CURRENT STAFF

Yr 4-7 Teachers	Mr Matt Taylor Mrs Julie Green
Prep -3 Teacher	Miss Miranda Martin
Teacher Aides	Ms Keryn Rhule Miss Tamara Hearne
LOTE (German)	Mrs Sue Cheney
Student Support Services	Mrs. Sandy Chambers
Advisory Visiting Teacher – English	Ms Shona Arneil
Second Language	
Guidance Officer	Ms Nikki Triggel
Music Teacher	Mr Matt Taylor
PE Teacher	Mr Matt Taylor
Teacher Librarian	Mrs Julie Green
Groundsperson	Mr John Holmes
Cleaners	Mrs Flora Dvorani

OUTSIDE SCHOOL HOURS CARE

COORDINATOR Ms Rebecca Kelleher

CONTACT Ph (07) 3852 1153
Email fortitudevalleyOSHC@gmail.com

SERVICES

Before School Care 6:30am-8:45am
After School Care 3pm-6pm
Vacation Care 6:30am-6pm

VENUE Ground Floor, Fortitude Valley State School

ENROLMENTS

All children currently attending primary school are welcome.
Booking forms can be picked up from the table outside the OSHC office. While bookings are not essential, please ring ahead to be sure we have places available for your children.

PROGRAMS

Before School Care: Free choice indoor activities, including art, craft, TV

After School Care: Includes Afternoon Tea, a half hour of homework/quiet reading time, and a range of free choice indoor and outdoor activities.

Vacation Care: A balance of free playtime and structured activities and games based on children's preferences. There is a weekly excursion, and Afternoon Tea is provided daily on request.

OPEN DOOR POLICY

The school actively promotes and encourages the involvement of parents in the everyday learning of their child. If you have any concerns, please contact the classroom teacher or the Principal to discuss the issue. Your concerns, no matter how small, will be dealt with confidentially and compassionately.

Parents are reminded that any concerns, which they have about their children in the school, should go to either the classroom teacher or the Principal. In this way sensitive issues can be dealt with effectively.

It is not recommended that Parents attempt to approach any other student in the school in an attempt to resolve issues.

YEAR 2 NET DIAGNOSTIC CONTINUUM

As children enter Year One there is a system requirement to record each child's progress on a developmental continuum in the areas of Numeracy, Reading and Writing. Teachers report at the end of Year 1 and Year 3 on each child's progress. During May in Year 2 a validation process is carried out. Each child's progress is reported at the end of Term 2 or early Semester 2. If there is any need for extra support an intervention plan is put into place.



SCHOOL TIMES & DATES 2009

SCHOOL RESUMES Tuesday 27 January 2009

SCHOOL TERMS

Term 1	Tuesday January 27	Friday 10 April
Term 2	Tuesday 20 April	Friday 26 June
Term 3	Tuesday 11 July	Friday 18 September
Term 4	Monday 5 October	Friday 11 December

PUBLIC HOLIDAYS

New Year's Day.	Thursday, January 1
Australia Day Holiday	Monday, 26 January
Good Friday	10 April
Easter Monday...	13 April
ANZAC Day...	Saturday, April 25
Labour Day...	Monday, May 4
Queen's Birthday Holiday	Monday, June 8
Brisbane Show Holiday	Wednesday, August 12
Ministerial Holiday (Students only)	Thursday, August 13
Christmas Day	Friday, December 25
Boxing Day	Monday, December 28

PUPIL FREE DAYS

22nd January
23rd January
20th April
13th July
19th October

SCHOOL HOURS

Before	-	8.45am	Children to be booked in to Before
6.30am	-	8.45am	School Care
8.45 am	-	9.00 am	Prepare for class
9.00 am	-	11:00 am	Morning Session
10:00 am	-	10:05 am	Fresh fruit <i>munch and crunch</i>
11:00 am	-	11.30 am	Morning Tea
11.30 am	-	1.15 pm	Middle Session
1.15 pm	-	1.30 pm	Sit Down Lunch
1.30 pm	-	2:00 pm	Play-Time
2:00 pm	-	3.00 pm	Afternoon Session
3.00 pm	-	3.05 pm	Parent Collection and Student Departure
3.00pm	-	6.00pm	After School Care

OFFICE HOURS

Our school Administration Officer is available on Monday, Thursday and Friday from 8.30 am to 3.00 pm.

CATCHMENT POLICY

Please note that Fortitude Valley State School is developing an enrolment Policy, and priority is currently given to those children whose families:

- 1. Have children currently enrolled in the school**
- 2. Live or reside in the Fortitude Valley postcode area**
- 3. Work in the Fortitude Valley postcode area**
- 4. There are classroom places available**

Once in place, your child's name could be placed on a waiting list should there be no space available in classes for them.

- The first ten to fifteen minutes of the school day is a crucial time for the announcement of messages and instructions. If your child is consistently late for this segment there is always the possibility that he or she will miss notice of current school events and activities. It is essential that students are at school by 8.45 a.m. each day to be part of the beginning activities of the day.

REPORTING AND ASSESSMENT

The school has adopted recommendations of the various syllabus documents and a variety of assessment techniques are used.

The Year 2 Net and NAPLAN Tests are carried out each year with parents receiving a report.

Report cards are issued at the end of each semester and parents, teachers and students are encouraged to communicate with each other with regard to the progress of the child.

In instances where students require enhanced support, professionals, parents and the student (where appropriate) will collaboratively design an individual education plan for the following 6 months.

COMMUNICATION

NEWSLETTER

Each week, the school newsletter is prepared with a variety of school news, and where applicable, descriptions of community events. As a major provider of information it is distributed to the eldest child in the family every Wednesday. Newsletters can also be emailed home upon request.

Calendars of school events are included in this newsletter.

PARENT/SCHOOL

- From time to time disputes over the custody of children occur. It is necessary, if the school is to take appropriate action in these circumstances, that the office is provided with a copy of the legal document clearly outlining the custody situation.
- Teachers are concerned for the welfare of the children in their care at school and are pleased to be advised of all information, which could enhance their progress. Notes from parents are the most effective way of ensuring that teachers receive the correct message. Small children may have difficulty in conveying accurate messages verbally.



SCHOOL PROCEDURES

EARLY ARRIVALS

Parents are advised that if children arrive at school before 8.45am they must be booked into Before School Care where they will be supervised. Supervision is not available from school staff, and playground equipment is out of bounds before 8.45am.

DEPARTURES

Students must not leave the school grounds without the permission of the Principal once they have arrived at school.

Student departures occurring throughout the day require the caregiver collecting the child/children to sign the Early Departures Register, located outside the school office.

After school, children are not allowed to use the playground equipment. Children waiting for their parents need to wait on the bitumen area located near the carpark. Parents picking their children up by private transport are required to park in a parking bay, exit their vehicle and escort their child/children back to the waiting vehicle.

There is no formal supervision at this time.

If children have not been collected by 3.15pm they will be taken into OSHC.

ATTENDANCE

Punctuality and regularity in attendance is essential. Those children who do not attend regularly are placed at a disadvantage throughout their school career.

Every parent of a child being of the age of compulsory attendance shall, unless some reasonable excuse exists, ensure that the child attends school each day.

Examples of a reasonable excuse as defined by Education Queensland are:

- Sickness
- Fear of infection from disease

When a child is absent, a note to the class teacher is required. A telephone call on the day of absence would be appreciated. Where absence from school is likely to be prolonged, it is required that the school be advised without delay.

ENROLMENTS

Proof of age is required and must be sighted at time of enrolment. Custody information, emergency contacts, doctors contact details and medicare numbers are also required when enrolling.

Once enrolled, information is recorded for use in emergencies, eg. address and telephone numbers for immediate contact. **TO AVOID SERIOUS DISTRESS FOR YOUR CHILD IT IS ESSENTIAL THAT THE INFORMATION BE KEPT UP TO DATE.**

PREP ENROLMENTS

THE FIRST DAY OF SCHOOL

Bring your child to the Prep Classroom on the first day and introduce yourself and your child to the Classroom Teacher.

Your child will be given a name tag to wear during the first week.

We ask you not to stay too long in your child's classroom in the mornings of the first week. It is an undeniable fact that often these young students settle faster than their parents!

If you make your departure firmly and lovingly the Prep - 3 teacher can begin to settle students quickly into the Prep Program.

They will need to be five by 30 June in the year they start prep. The following chart will show when children will start the preparatory year and Year 1.

Birthdate:	Eligible for prep year in:	Eligible for Year 1 in:
Child born 1 July 2002 to 30 June 2003	2008	2009
Child born 1 July 2003 to 30 June 2004	2009	2010
Child born 1 July 2005 to 30 June 2006	2010	2011

- All medication is one prescribed by a doctor, clear instructions by the doctor or the pharmacist must either be on the bottle/ packet. This should include the date of cessation of medication.
- All medication including syrup, analgesics, sprays and puffers must be handed to a teacher.
- If other arrangements are required in relation to asthma sprays please detail in writing.
- Under no circumstances is medication of any kind to be kept in school bags.
- Teachers will be asked to assist in reminding children of the time for application. Children will be expected to become self motivating in this regard.
- If medication is refused, parents will be called.

ASSEMBLIES

Assembly is held every Wednesday at 9:00 am. Parents and Caregivers are welcome to attend any assembly.

Awards and incentives are presented at the school assembly and acknowledged through our school newsletter. Encouragement and public acknowledgement for efforts, citizenship and learning successes helps to build self-esteem and build strong community spirit.

VALUABLES AT SCHOOL

Students are requested not to bring precious personal belongings, toys or large sums of money to school, as the safety of these belongings cannot be guaranteed.

EXCURSION & CAMPS

Class teachers design the nature and extent of excursions around the year level curriculum.

Excursions are designed to enhance educational outcomes by giving the students the opportunity to engage in 'real life' situations.

Notification is forwarded to all parents prior to excursions, detailing costs, transport and any other arrangements.

It is crucial that opportunities for learning can occur in a real life setting so that student's skills can transfer into all environments – school, home and community. Children can then practice skills learnt at school and utilize them in the community.

School camp is usually held towards the end of the school year.

BEHAVIOUR MANAGEMENT

We have a behaviour management plan that was developed through collaboration with the school community.

PARENT CONCERNS

Under no circumstances are parents to approach a child other than their own regarding behaviour concerns. Please discuss concerns with your child's Teacher in the first instance and if necessary the Principal.

LOST PROPERTY

Every effort is made to return lost property, but parents need to co-operate by having their child's name plainly marked on every article of clothing, their books and their lunch boxes. Lost property is located on shelves near the lower ground floor stairs.

SCHOOL LEVY

The levy for 2009 is \$85.00 per child, and covers an excursion each term, the swimming bus, and Arts Council performances. Invoices will be sent home at the beginning of each semester. Payment is expected within 2 weeks.

SCHOOL PHOTOS

Photos are taken annually. Please assist us by ensuring students wear the school day uniform for photos.

previously had Whooping Cough. Do not exclude contacts from any other class or school.

HEAD LICE

Parents are advised that it is their responsibility to effectively treat the problem of head lice if it occurs. Exclusion is until effective treatment has commenced.

MEDICATION

The basic requirements are listed below:-

Because of the risk of:-

- a) the wrong dose being administered or
- b) the medicine going to the wrong child very specific guidelines have been given by the Crown Law Office

In this school the following action has been taken:-

- All medication and all requests dealing with the application of medication is administered by a staff member.
- One register covering each child will be maintained.

What does this mean to parents?

- It means that all requests for administration of medicine **MUST** be in writing.

MEASLES
(7) days from the

Exclude for at least seven
Appearance of rash or until
a medical certificate of
recovery is produced.

IMPETIGO

Exclude until treatment is
obtained. The child may (School Sores) be
allowed to return provided that appropriate
treatment is being applied
and that sores on exposed
surfaces such as face,
hands or legs are properly
covered with occlusive
dressings.

RING WORM / SCABIES

Readmit when appropriate
treatment has commenced.

DIPHTHERIA

Readmit after receipt of a
medical certificate of
recovery.

VIRAL HEPATITIS

Readmit after receipt of a
medical certificate of
recovery.

WHOOPING COUGH

Exclude for four weeks from
onset of illness and until a
medical certificate of
recovery is produced.
Exclude domiciliary contacts
for 21 days after the last
exposure to infection if
attending a pre-school, and
if the child has not

PARENT COMPLAINTS

From time to time you may have concerns about your child at school or the operations of the school. These concerns may grow into bigger issues if you don't talk to the school staff about them.

Education Queensland is committed to 'Repairing the Harm', ensuring that all parents have their concerns dealt with in a fair and equitable manner and there are processes and support structures in place to enable parents to work through any issues they may have. Concerns should initially be directly to the teacher involved or lodged directly with the principal. If the problem cannot be resolved within the school, you should contact the Brisbane Central and West District Office at Level 2, 256 Gympie Road, Kedron 4031, 33507866.

All district offices also provide access to a community participation officer or an officer responsible for parent liaison.

As part of this process, the Executive Director (Schools), will be notified and involved if needed.

Parents or caregivers may also wish to contact the Queensland Council of Parents and Citizens' Associations (QCPCA) on 32623400 for help and support.

Both QCPCA and District Office have access to the Office of State Schooling, which administers the operation of all Queensland State Schools, to further resolve issues if required.



CURRICULUM

KEY LEARNING AREAS (KLA'S)

The core of learning at all year levels is grouped around the major curriculum areas of:

- ✓ English
- ✓ Maths
- ✓ Science
- ✓ Studies of Society and the Environment
- ✓ The Arts – Music, Art, Drama etc
- ✓ L.O.T.E. (German)
- ✓ Health and Physical Education

The school is developing sequential programs in all areas as new syllabuses and source books are developed, to ensure a continuity of learning from one-year level to the next.

INFORMATION AND COMMUNICATIONS TECHNOLOGIES

Particular emphasis is placed upon the development of computer skills. A computer is present in all classrooms; in addition there is a computer lab to which all students have access, in a one to one ratio.

FIRE DRILL & LOCKDOWN

Regular Fire Drills and Lockdowns are held with a preliminary practice each year where children new to the school are instructed in the safest route to take and required conduct.

Consequent practices are held throughout the year on a term basis and children are not given any prior warning.

SCHOOL HEALTH NURSE

A Registered Nurse from the State Department of Child Health visits the school annually to examine vision, hearing and spines of the children at specified year levels. Parents are notified if further medical advice should be sought.

INFECTIOUS DISEASES

A LIST OF Infectious Diseases and necessary actions listed below. Whenever in doubt please contact the school.

CHICKEN POX	Exclude until all symptoms of the disease are gone
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MUMPS	Exclude until all symptoms of the disease are gone
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RUBELLA	Exclude until all symptoms of the disease are gone (German Measles)
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FACILITIES

Fortitude Valley State School has wonderful resources, which allow us the opportunities to cater for a wide range of children's abilities and interests. These are a computer lab, library, large sporting oval, multipurpose court, playground equipment and frog pond.

Children are provided with a refrigerator for their lunches and drinks.

HEALTH & SAFETY

ACCIDENTS & SICKNESS

No matter how close teacher supervision is maintained, accidents do happen. Wherever possible, the parent/guardian is contacted immediately. If the accident is considered sufficiently serious, the Ambulance may be called.

If a child falls ill at school, the parent/guardian is notified so that adequate parental (or medical, if necessary) attention can be provided.

DENTAL SERVICE

The school has a contact number for the Queensland Health child dental service. Please ask at the office for the telephone contact details to make an appointment for your children's teeth to be checked.

MUSIC

Our Music Specialist Teacher provides each class group with a music lesson one day per week. Our Community has prioritized popular music as most important, and so group singing, the learning of the ukulele, and the use of software for composition is central to this approach

L.O.T.E. GERMAN

The word L.O.T.E. stands for Languages Other Than English. L.O.T.E. German lessons are conducted by a Specialist Teacher. Students participate from Prep. The key aim of L.O.T.E in our primary school is to commence in students the capacity to speak and listen to a language other than English. At the same time students will increase their understandings of and grow to respect the languages and cultures of others.

HEALTH & PHYSICAL EDUCATION

Students from years P-7 take part in the physical education program, which includes: ball skills, sport skill development, physical fitness, athletics and swimming. The importance of a healthy diet, rest and participation in physical activity cannot be underestimated.

Sexuality education is an important part of this curriculum offering

LIBRARY RESOURCE CENTRE

Children visit the library once a week to borrow books. Our library includes up-to-date picture books, fiction and non-fiction books.

HOMEWORK

In this school, homework is regarded as a means of reinforcing some aspects of the curriculum previously covered in the class and also a means of developing desirable attitudes towards work habits. It plays a meaningful part in the consolidation of techniques and skills and assists in the recall of basic knowledge.

Home study for Years 1 – 3 will in general include:-

- Home reading
- Work sheet material
- Completion of projects and/ or class activities

Home study for Years 4 – 7 will in general include:-

- Home reading tasks
- Home study activities to be completed each evening
- Completion of project and/ or general school activities

In these years parents are asked to sign entries if required.

SPECIAL EDUCATIONAL SERVICES

GUIDANCE SERVICES

The school is supported by Guidance Officer Ms Nikki Triggel, on a needs basis.

STUDENT SUPPORT SERVICES

Our Support Teacher is here once a week for students with learning difficulties, and to support our gifted and talented programme. Students access the services of the Support Teacher and Guidance Officer by a referral system through the Student Support Services Committee.

EXTRA CURRICULAR ACTIVITIES & SERVICES

SCHOOL LEADERS

School Leaders are elected from children in years 4-7. Their role is to represent the school at school functions, to lead children to high levels of academic and social behaviour and to help manage school resources. School leaders are selected by a vote from staff and students.

ARTS COUNCIL & THEATRICAL PERFORMANCES

Each Term grades P-7 are involved in attending a performance or theatrical event this usually is arranged through the Queensland Arts Council program.

INTER – SCHOOL SPORTS

The students in Years 4-7 take part in Interschool sport (Softball, Austag & Athletics) if we have the enrolment to support it. The emphasis is on participating, having a go and being a member of a team.