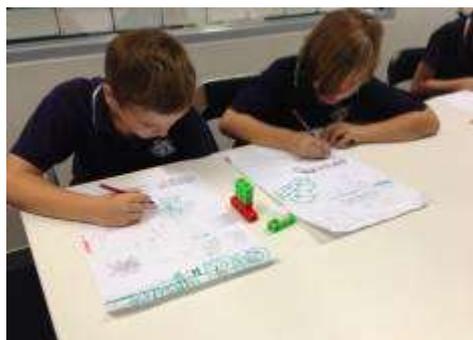


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# Petrie State School

2017



*We are working together to ensure that every day, in every classroom, every student is learning and achieving.*



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## WELCOME

A very warm welcome to Petrie State School. The information contained in this Prospectus is to introduce you to our school, and to provide you with a glimpse of the range of educational opportunities available at Petrie. It touches on the way we operate, our vision, our expectations, and our partnerships.

Petrie State School is an 'old' school, but it continues to deliver a rich, vibrant and high quality education to the children of Petrie and its surrounding suburbs. Our original schoolhouse still stands and is utilized daily. Our grounds are leafy and sprawling with shade and space abundant – we love the diversity with rolling hill sides and rainforest corners. Our students enjoy big old trees, playgrounds in several different areas of the school, shady under-covered areas, multi-purpose courts, a hall and a large amphitheatre style oval.

Every day, our school community works together to enact our school vision – ***We are working together to ensure that every day, in every classroom, every student is learning and achieving.*** Our teaching staff focus on meeting the needs of each individual student within a safe, supportive and inclusive environment. Everything we do is based around positive relationships with our students, and productive partnerships with our families and the school community.

We have high expectations of and for our students, and of and for our whole school community. We are passionate about quality education for all our students. Petrie is a great State School.



## STATEMENT OF PURPOSE

### Our Vision

***We are working together to ensure that every day, in every classroom, every student is learning and achieving.***

Positive relationships and a positive school culture is our platform. Every day, our school community works together to achieve our school vision. Our teaching and support staff focus on developing an inclusive, safe and supportive learning environment that celebrates the school's rich diversity, while focusing on the achievement and wellbeing of each individual student.

### Our Values

We value respect at Petrie. Respect is the basis of positive relationships between colleagues, parents, students and the wider school community. It enables us to provide safe, supportive and inclusive learning environments, and to support the learning and achievement of every student.

At Petrie, we

- Respect **P**roperty
- Respect **O**thers
- Respect **L**earning
- Respect **Y**ourself



POLY the Parrot is our friendly reminder to students of these values. POLY is featured prominently in classrooms and all around the school.

### Our Motto

Our school motto is:  
***Knowledge is Power***



The book on the Petrie badge represents knowledge. The tree represents the local area, and the Pine trees that can be found in the Pine Rivers area.

## KEY INFORMATION

### CONTACT DETAILS

Principal .....	Miss Angelique Kropp
Deputy Principal.....	Mrs Linley Greenland
Head of Special Education Services .....	Miss Aiden Jarvis
Business Services Manager.....	Mrs Jody Lawton
Administrative Officers .....	Mrs Mary O'Brien and Mrs Sue Woods
Office Hours .....	8.00 am - 4.00 pm
Address.....	42 Dayboro Road, PETRIE QLD 4502
School.....	(07) 3285 0333
Fax.....	(07) 3285 0300
Website.....	<a href="http://www.petriess.eq.edu.au">http://www.petriess.eq.edu.au</a>
Email.....	<a href="mailto:office@petriess.eq.edu.au">office@petriess.eq.edu.au</a>
Facebook.....	<a href="https://www.facebook.com/Petrie-State-School">https://www.facebook.com/Petrie-State-School</a>

### KEY SCHOOL EVENTS

Term 1	Parent Information Evenings District Swimming School Photos Young Leaders' Day Say No to Bullying Day Cross Country Parent/Teacher Interviews
Term 2	ANZAC Day March District Cross Country NAPLAN Years 3 and 5 Under 8s Day Year 5 Camp Ball Games Tournament Prep 2018 Parent Information Evening Athletics Days Written Reports to Parents
Term 3	Creative Generation District Athletics Carnival Year 6 Camp Spellathon Prep 2018 Open Mornings NAPLAN reports sent home Years 1&2 Swimming Lessons Parent/Teacher Interviews
Term 4	Countdown to Prep 2018 Years 3-6 Swimming Lessons Swimming Carnival Written Reports to Parents Yr 6 Farewell Celebration Assembly

## SCHOOL TERMS

Term 1:	Monday 23 January – Friday 31 March	(10 weeks)
Term 2:	Tuesday 18 April - Friday 23 June	(10 weeks)
Term 3:	Monday 10 July - Friday 15 September	(10 weeks)
Term 4:	Tuesday 3 October - Friday 8 December	(10 weeks)

## PROPOSED STUDENT FREE DAYS

Only one Student Free Day (Monday 16 October) will be scheduled within regular school terms. The rest will be outside of school hours.

## PROPOSED PUBLIC HOLIDAYS 2017

Australia Day	Thursday 26 January
Good Friday	Friday 14 April
Easter Monday	Monday 17 April
ANZAC Day	Monday 25 April
Labour Day	Monday 1 May
Queen's Birthday	Monday 2 October

In addition to the public holidays above, Monday 14 August is gazetted as the Exhibition Holiday in Moreton Bay Region.

## ENROLMENT

Parents wishing to enrol their students at Petrie should phone the office to make an appointment for an enrolment interview. Enrolment forms are available from the school office, or on the website. Office opening hours are 8:00 am - 4:00 pm Monday to Friday.

Petrie State School has an Enrolment Management Plan. All students who live within our catchment area are eligible for enrolment at Petrie State School. At enrolment, parents will be asked to show proof of residence such as a driver's license, rates notice etc.

Students who live outside of our catchment area are able to be enrolled if class positions are available. This process requires the completion of an out-of-catchment application form, and submitting it to the school office. The student will be placed on a waiting list and families will be advised if a position becomes available. Out-of-catchment applications will only remain current for the school year in which they apply to enrol.

To view the map of the catchment zone for Petrie State School and the policy for enrolment, please visit the school office, or go to the school website.

### ENROLMENT FOR PREP

Please refer to the table below for the dates students would be eligible to enrol in Prep.

Birth date:	Eligible for Prep in:
1 July 2011 to 30 June 2012	2017
1 Jul 2012 to 30 June 2013	2018
1 Jul 2013 to 30 June 2014	2019

Parents enrolling their child for Prep are required to provide the child's original Birth Certificate for sighting by the school admin staff as evidence of the child's date of birth. Parents are also strongly urged to ensure that children enrolling to begin school have been immunised.

Please phone the office (3285 0333) to book an appointment for a Prep enrolment interview. Both the parent and child should attend the interview.

#### Transition to Prep

Starting school is an exciting and significant time in every child's life. A positive start to school can lead to children developing a lifelong love of learning. Transition to school begins well before a child starts school and ends when the child feels safe, secure and a sense of belonging at school.

For those students who have been enrolled to attend Prep at Petrie, we offer a Transition Program – *Countdown to Prep* – for eight weeks in Term 4 prior to the beginning of Prep. The

program involves a range of partners working together to provide experiences that will help children gain the skills and confidence they need to adjust to their new school environment, and to become familiar with some school routines. We know that a successful transition program can improve social skills, reduce behavioural problems and ultimately improve academic outcomes. This is our goal for our new students.

### **Key Dates for Prep 2018**

**Parent Information Evening** - Wednesday 7<sup>th</sup> June 6:30pm  
Held in the school library

**Prep Interviews for Enrolment** - from 12<sup>th</sup> June  
Ring the office for an appointment time

**Open Mornings** - Monday 21<sup>st</sup> August and Friday 25<sup>th</sup> August  
9:00am—10:00am in Prep classrooms

**Transition Program – Countdown to Prep** - 4<sup>th</sup> October to 22<sup>nd</sup> November  
Wednesdays, 9:00am—10:00am

## POLICIES AND PROCEDURES

### DAILY ROUTINE

When students arrive at school, they must go to the main Undercover Area and remain seated, chatting with friends, until the 8.40 am bell. When the bell goes, students will line up in class groups and wait for their teacher to collect them. Instruction at Petrie State School begins at 8.50 am.

Playgrounds and play equipment are not supervised before school and are out of bounds.

Outside School Hours Care is provided by PCYC from 6.00 am - 6.00 pm each day.

First Bell	8.40 am
School starts	8.50 am
First Break Eating	11.00 am - 11.15 am
First Break Play	11.15 am - 11.50 am
Second Break Eating	1.30 pm - 1.40 pm
Second Break Play	1.40 pm - 1.55 pm
School finishes	3.00 pm

### ARRIVAL AND DEPARTURE

Students wait in the Main Covered Area until the 8.40 am bell. Parents who arrive at school with their children are encouraged to wait with them in the Covered Area. This is the only area in the school where morning supervision is provided.

There are staff members on duty in a number of pick-up and bus areas after school.

### LEAVING THE SCHOOL GROUNDS

Once at school, children are not permitted to leave the school grounds unless prior arrangements have been made with the Principal.

### ARRIVING LATE AND LEAVING EARLY

Learning is a full time task and it is important that interruptions to this time are minimised. From time to time students may arrive late to school or leave early from school. The following procedures are in place to ensure your child arrives safely at their classroom.

A student who arrives after 9.00 am is considered late. When a student is late for school, the Parent/Caregiver is to report to the office to collect an "Early/Late" slip which will be printed by office staff. Parents/Caregivers sign the visitor's book; collect a visitor's sticker to wear before escorting the student to class and handing the "Early/Late" slip to the teacher. Parents and Caregivers should then return to the office to sign out. For safety reasons, students are not permitted to move around the school on their own during class times.

If a Parent/Caregiver needs to collect a student early from school, they should first report to the office to collect an "Early/Late" slip which will be printed by office staff. Parents and Caregivers sign the visitor's book; collect a visitor's sticker to wear before taking the "Early/Late" slip to the class teacher to collect the student.

Parents/Caregivers should then report back to the office with the student to sign out. Parents of Prep students in the Wyllie Street classrooms should come to the office first to collect their slip, and then go to Prep to collect their child.

## ABSENCES

Regular attendance at school is compulsory under the Education (General Provisions) Act 2006, and necessary if your child is to gain the greatest benefit from his/her education. Being at school every day counts. Unless a child is ill, it is expected that the child will be at school learning, every school day.

The school is required to record explanations for non-attendance and therefore monitors student attendance and reasons for absences on a daily basis. If a child is absent from school for any reason, the parent/caregiver must notify the school and explain the reason for the absence on the same day. From 2017, Petrie will be contacting parents on the day of any unexplained absence, via SMS, seeking a reason for the child's absence.

Parents/Caregivers may contact the school at any time (24 hours) with the reason for an absence using the following options:

Email: [absences@petriess.eq.edu.au](mailto:absences@petriess.eq.edu.au)

Phone: 3285 0360 *This is a dedicated 24-hour message only service. Please indicate your child's name, reason for absence and anticipated duration of absence.*

## ROAD SAFETY AND PARKING AROUND THE SCHOOL

The car park inside the school grounds is for **STAFF ONLY**.

### Drop-Off and Pick-Up Areas

There is a drop-off area (mornings only) in front of the Administration Office at the Tandoor Drive entry to the school.

**Young Street** - Off-street parking, easy access to the school and the safest place in the school to drop-off and pick-up your children.

**Tandoor Drive** - The **Look Out** program operates here after school, and it relies on everyone playing their part. The gate at the Tandoor Drive entry to the school will be closed between 2.45 pm and approximately 3.15 pm. The pick-up area is on the school side of Tandoor Drive and is supervised by a staff member. Please contact staff in the office to request a Look Out registration form. More information about the Look-Out Zone is on the school website.



**Gordon Jackson Lookout** - Students will be required to cross at the lights on the corner of Dayboro Road and Tandoor Drive.

### Pedestrian Crossings

The **Young Street** crossing is supervised by a Pedestrian Supervisor before and after school. There is a NO PARKING ZONE on either side of the crossing.

**Tandoor Drive** can only be crossed at the lights at the intersection with Dayboro Road. Crossing at other places is unsafe during drop-off and pick-up times.

**Dayboro Road** can be crossed at the lights at the top of Tandoor Drive. Dayboro Road is a very busy road used by a large number of heavy vehicles.

Bikes are to be pushed across any of the pedestrian crossings. Parents are requested to use the crossings to model safe behaviour for children.

## **Parking**

Limited parking bays are located on the school side of Dayboro Road, in Tandoor Drive and on Young Street.

The Gordon Jackson Lookout on Dayboro Road overlooks the Petrie on Pine Estate and has limited parking facilities. People parking here need to use the pedestrian crossing at the traffic lights.

There is other parking in the streets around the school, but these areas become very busy at peak times. Arriving at school a little later may avoid the congestion at 3pm.

## **TRANSPORT OPTIONS**

### **Buses**

#### **Thompson's Bus Service** (07 3882 1200)

Dayboro Road Bus stop - to Murrumba Downs / Kallangur/ Anzac Ave  
Tandoor Drive Bus stop - to Joyner / Lawnton / Bray Park

#### **Brisbane Bus Lines** (07 3354 3633)

Dayboro Road Bus stop - to Dayboro/Rush Creek.

Young Street is generally used for Daycare buses.



### **Bikes and Scooters**

- A bike enclosure is located just inside the top Dayboro Road gate. This enclosure is locked just after 9.00 am and unlocked just before 3.00 pm.
- Students on bikes or scooters must PUSH them in through the school gate. At 3.00 pm students push their bikes or scooters out through the school gate to the footpath. This is a very busy time of the day and all care is needed.
- Bikes are to be pushed across any of the pedestrian crossings.

### **Roller Blades and Skate Boards**

- Due to safety factors and the terrain surrounding the school, these are not acceptable modes of transport to school and are not allowed in the school grounds.

## **HEALTH AND SAFETY**

### **Sick Children**

We have a health room with limited space which can provide short-term respite for students who become ill during the day. If a child becomes ill or is injured during the day, every attempt will be made to contact the parents. If this fails, the school will notify a nominated emergency contact person to collect the child.

It is not advisable to send children to school if they are sick. A child who is unwell will not benefit from attending – even if he or she insists otherwise – and may infect others. First Aid will be given to children who are injured and Ambulance/Parents/Doctor contacted if required.

Please advise the school if your child contracts head lice, or an infectious disease so that other parents can be notified. Children with some medical conditions may be required to have a period of “Time Out” from school to prevent the spread of infectious diseases among staff and children.

### **Head Lice**

It is parents’ responsibility to ensure that their child’s hair is checked regularly. If a student is identified with head lice, parents will be contacted and a note sent home to advise families in the class.

### **Emergency Contacts**

In the case of an accident every effort will be made to contact parents/caregivers. Our contact records include home, mobile, work, and emergency phone numbers. It is essential that parents ensure there are nominated emergency contact people and that phone numbers are current.

Please notify school office staff in writing of changes to this information as soon as possible.

### **Medication**

We are bound by departmental regulations regarding administering medication to children. Parents must provide

- a letter from a Doctor with details of the medication, and specific times and prescribed dosage for administration; and
- a parental note of authority to administer medication to the child

Please note that:

- we are not able to give non-prescribed oral medications e.g. analgesics;
- we are not able to give injections, intravenous or otherwise;
- asthmatics are responsible for taking their own medication at school. Students are able to keep medication in their school bags or desks for easy access.

### **Sun Safety**

Petrie is a SunSmart school. Please support our efforts to make this a 100% hat wearing school. The only acceptable hats for outdoor activities are wide brimmed surf hats and legionnaire’s hats.

Students who do not have a hat at school will be required to stay in a covered area.

### **Evacuations and Lock Downs**

Procedures have been adopted which allow for speedy evacuation or lock down in cases of emergency; and regular drills are undertaken once a term. When using school facilities, please familiarise yourself with the evacuation procedures displayed in all rooms.

### **Accident Insurance**

Some school activities and physical education, particularly contact sports, carry inherent risks of injury. The Department of Education, Training and Employment does not have student accident insurance cover for students.

If your child is injured at school as a result of an accident or incident, all costs associated with the injury, including medical costs are the responsibility of the parent or caregiver. Some incidental medical costs may be covered by Medicare. If you have private health insurance, some costs may also be covered by your provider. Any other costs must be covered by parents. Student accident insurance pays some benefits in certain circumstances should your child have an accident.

It is up to all parents to decide what types and what level of private insurance they wish to arrange to cover their child. Please contact your insurer or an approved Australian insurance broker if you wish to take out student personal accident insurance cover for your child.

## SCHOOL DRESS CODE

Petrie State School emphasises the importance of adherence to a Dress Code which covers uniforms, other clothing, jewellery and certain matters relating to general appearance. The case for this is strong as it assists students to identify with their school and encourages sound, positive attitudes which flow over into the learning area. The Parents and Citizens' Association and the school support a compulsory Dress Code Policy because it:

- promotes a safe environment for learning by enabling ready identification of students and non-students in the school;
- promotes an effective teaching and learning environment by eliminating the distraction of competition in dress and fashion at the school;
- promotes a supportive environment at the school by fostering a sense of belonging;
- fosters mutual respect among individuals at the school by minimising visible evidence of economic, class or social difference;
- promotes a positive image of the school in the community and among potential enrolments;
- contributes to the physical safety of students in that the requirements relating to footwear, general appearance, clothing and body jewellery, if followed, enable student's unrestricted access to school activities.

### Uniform Requirements

#### Girls

- Polo shirt (unisex)
- Rugby knit shorts (unisex)
- Formal check shirt (unisex)
- Dress (check)
- Skorts
- Hat - legionnaire or wide brim floppy surf
- Track suit (taslon or fleecy lined)
- Pullover (with school emblem)
- Fleecy lined zip jacket
- Sport House Polo Shirt
- Senior's Shirt
- White or navy socks
- Black shoes/joggers



#### Boys

- Polo shirt (unisex)
- Rugby knit shorts (unisex)
- Formal check shirt (unisex)
- Hat – legionnaire or wide brim floppy surf
- Track suit (taslon or fleecy lined)

*Every day, in every classroom, every student is learning and achieving.*

- Pullover (with school emblem)
- Fleecy lined zip jacket
- Sport House Polo Shirt
- Senior's Shirt
- White or navy socks
- Black shoes/joggers

### **Band and Choir Uniform**

The school operates a Band and Choir Uniform hire scheme.

### **Inter-house Athletics Day, Cross Country and Swimming Carnival**

Students are encouraged to wear a polo shirt in their House Colours (these are sold in the Uniform Shop) on these days.

KENDALL - Green    LAWSON - Red    PATERSON - Yellow

### **Special Day Friday**

Students may wear their District, Regional, State or Performance T-shirts on a Friday.

### **Sports Uniform**

Sports shirts are provided by the school for students representing the school for athletics, cross country and other sports.

### **Other Uniform-Related Issues**

#### **Bike Helmets**

There is a legal requirement that bike helmets are to be worn by students who ride bikes or scooters.

#### **Jewellery**

For reasons relating to health, safety and appearance, students are permitted to wear a watch and one pair of sleepers or plain stud earrings. Such jewellery is to be worn in the ears only.

#### **Hair Colour/ Make-up**

Natural hair colour is acceptable. For health reasons long hair (shoulder length) must be worn tied back. There is no need for students to wear make-up to school.

#### **Hats**

The school policy "No hat; no outside play" ensures students are protected whilst outdoors. Hats are to be correctly worn.

#### **Shoes**

Footwear is to be worn by all pupils at all times. Students participating in Choir or Band may use their school black shoes or joggers. There is no need to purchase extra shoes or joggers for band or choir only. Heels, thongs or reef type shoes are not appropriate for school wear.

#### **Clothing Pool**

Students consistently not in uniform will be provided with clothing from the Clothing Pool. Such arrangements will be done in consultation with parents.

#### **Parents' Obligation**

Parents are requested to write a note of explanation if a student is unable to wear the full correct uniform. Students may be provided with clothing for the day from the clothing pool.

#### **Implementation**

Under the Education (General Provisions) Act 2006 the Parents and Citizens' Association requested the school include this Dress Code Policy in its Supportive School Environment Policy.

### **Non-compliance with the Dress Code**

If a student does not comply with the school dress code developed under section 360, the Principal may take the following actions:

- a) Detention of the student for a period of 20 minutes at lunch time or half an hour after school.
- b) Prevention of the student from attending, or participating in any activity for which the student would be representing the school.
- c) Prevention of the student from attending, or participating in any school activity that, in the reasonable opinion of the principal, is not of the essential educational program of the school.

It is understood that particular circumstances may arise where a medical condition, transfer, genuine poverty, religious or cultural grounds may be shown. Please put this in writing to the Principal or Deputy Principal. It should be noted that the school would always be willing to help those in genuine need if this could be demonstrated. Any cultural or religious issues regarding Dress Code are to be discussed with the Principal or Deputy Principal.

*Endorsement - The Petrie State School Dress Code was created by the Dress Code Committee in November 2006, and was reviewed and endorsed by the P&C in 2016.*

## **STUDENT BELONGINGS**

Students are not to bring excessive amounts of money, hand held devices (iPads, electronic games, MP3 players, iPods) or other expensive items to school. The school will not take responsibility for lost or stolen items.

### **Lost Property**

All property belonging to a student should be clearly marked, including articles of clothing.

All unclaimed property is kept in a container outside the groundsman's room so that children and their parents may search for missing items. Inspection of lost property is available from 8.00 am to 3.00 pm. Each term unclaimed property is displayed in the undercover area, and any remaining unclaimed items donated to a charitable organisation.



### **Mobile Phones**

Due to media release guidelines, if a student brings a mobile phone to school the following procedures are to be followed.

- Students are to leave their phone (which must be in a named zip lock plastic bag) at the office on arrival at school and collect it at the end of the day. Mobile phones must be switched off.
- Students are not permitted to use the phone during school time. Necessary communication will be done through the school's landline phone.
- Parents are to contact the school on 07 3285 0333, not a student's mobile phone.



Any students identified with a mobile phone in class or the playground will be instructed to take the mobile phone to the office immediately.

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## STUDENT BEHAVIOUR

Petrie State School is committed to providing a safe, supportive and inclusive environment which maximises the educational opportunities and outcomes for all students. The school recognises that for optimal learning to take place, we must provide an inclusive, supportive environment.

All students, staff and community members are expected to conduct themselves in a lawful, ethical, safe and responsible manner that recognises and respects the rights of others.

Our school community has identified the following values to teach and promote our high standards of responsible behaviour.

- Respect property
- Respect others
- Respect learning
- Respect yourself



### Positive Behaviour for Learning

Petrie uses **Positive Behaviour for Learning (PBL)** to improve academic and behavioural outcomes for all students. It is based on clear expectations that can be applied and taught in every context. Positive Behaviour for Learning has also been known as School-Wide Positive Behaviour Support.

To support students to use responsible behaviour we ensure that as a school we explicitly teach expectations and routines, target support and have individualised support systems in place.

Students use the POLY High Five Expectations to help them make positive choices.



Petrie's **Responsible Behaviour Plan for Students**, based on Education Queensland's Code of School Behaviour can be downloaded from the website, or is available from the Office.

### Cashier Window and Payments

Parents may be invoiced for school activities such as excursions, workshops, sporting or music activities or school camps. The school Cashier Window is open to receive payments every day (except Wednesday) from 8.00 am to 9.00 am.

Payment options are **BPoint, Centrepay, Cash, Cheque, EFTPOS, and Direct Deposit**. BPoint information is located at the bottom of every invoice. Only MasterCard or Visa is available through this option. The BPoint link is on the Home Page of the school website. Payments can also be placed in an envelope and into the collection box in the office. The collection box is emptied daily.

Prepayments or payments in advance may be made to the school in anticipation of an excursion or camp. Parents/caregivers can make payments of any amount which will then be held as a credit balance at the school and can be used to pay for excursions, camps and workshops for their child/children when they arise. These payments are not attached to any particular student rather they are committed to a “family” and can be used for any of the children of that family.

Example: Mr John Citizen makes a \$50 prepayment in February.

*In March, Jack Citizen needs to pay for an excursion which will cost \$12. The school processes the payment (after receiving Jack’s permission form with the box ticked asking to use the credit balance) and a receipt is sent home. The remaining balance of \$38 is still available.*

*In April, Mary Citizen needs to pay for District Sport which will cost \$5. The school processes the payment (after receiving Mary’s permission form) and a receipt is sent home. The remaining balance of \$33 is still available.*

When the balance has been completely used, payments will need to be made by any of the other options. Prepayments are ideal for larger events like camps. Parents/caregivers can start making payments immediately for camps that are not due until later in the year. This gives families a better opportunity to spread out payments and budget for smaller amounts.

Statements, showing balances, can be requested at the office.

## CURRICULUM INFORMATION

The curriculum at Petrie State School is aligned to the requirements of the Australian Curriculum and the Queensland Curriculum and Assessment Authority. It is planned and delivered to ensure that all students have the opportunity to learn and achieve, meeting the needs of a diverse range of students.

Our beliefs about learning are:

- All children can learn
- Learners are supported by a safe and supportive school environment and caring relationships
- Strong partnerships with parents and the wider school community support and enhance learning
- Quality teachers deliberately influence student learning
- A positive attitude to learning helps learners develop persistence, confidence and resilience
- Explicit teaching, goal setting and feedback influence student outcomes.

## TEACHING AND LEARNING

At Petrie we believe that the relationship between what is taught and how it is taught is critical in order to maximise student learning, and to ensure that every day, in every classroom, every student is learning and achieving. We believe that effective teachers do not teach one thing and then move on to another, and another. Effective teachers find out what students already know and set goals for the next steps for learning. Our teachers sequence learning that provides multiple opportunities for all students to explore and consolidate ideas, skills and concepts, challenging and supporting all students. Decisions about how best to sequence teaching and learning are based on feedback about: *What do my students already know? What do my students need to learn? and How do I teach it?*

Our teachers have high expectations that all students can achieve and perform. They also have high expectations for their own teaching practice.

Petrie State School has a Pedagogical Framework that has been developed to ensure high quality teaching focussed on the achievement of every student. The Pedagogical Framework is based on:

- Relationships as the basis of a positive school culture
- Student-centred planning with targeted and scaffolded instruction
- High expectations for all
- Alignment of curriculum, teaching and assessment
- Safe supportive learning environments

## ASSESSMENT AND REPORTING STUDENT PROGRESS

Teachers formally report to parents about student progress at the end of each term.

Parent/Teacher interviews are offered at the end of Term 1 and Term 3. As well as this, parents are invited to make an appointment with their child's classroom teacher to discuss their child's

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*Every day, in every classroom, every student is learning and achieving.*

progress at any time. Teachers may also request a meeting with parents to discuss progress outside of the formal reporting time.

Written reports are sent home for all students at the end of Term 2 and Term 4.

Year 3 and 5 students participate in NAPLAN in May, and results are distributed in September.

Teachers assess and gather evidence of student learning by a variety of means throughout the year. Evidence gathered informs future teaching and learning. It is used to promote learning through the provision of feedback to students, and to guide teacher decisions about what needs to come next for each student. Evidence of each student's learning is gathered in an assessment folio.

## RELIGIOUS INSTRUCTION

Religious Instruction (RI) occurs at Petrie State School each week for students in Years 1-6 on Wednesday, Thursday and Friday. A cooperative program consisting of the Access Church and Life Church faith groups provide religious instructors to deliver the authorised Connect Program. RI occurs in the classroom under the supervision of classroom teachers.

Students are allocated to RI based on information provided by parents on the completed Application for Student Enrolment unless other written instructions have been provided to the school. Students will not be placed in a RI class if the religion section on the form is blank, or 'No Religion' has been entered, or a religion is identified for which a faith group is not participating in the school's RI program/s.

Note: This information remains operational unless the parent informs the school otherwise in writing.

Students who are not participating in RI will be provided with other instruction in a separate supervised location. Other instruction will relate to part of a subject area already covered in class and may include, but is not restricted to:

- Personal research and/or assignments
- Revision of class work such as creative writing or literacy and/or numeracy activities, wider reading such as independent reading appropriate to the student.

Parents will be advised of any changes to the RI and other instruction programs to ensure they are able to make an informed decision on their child's participation.

## HOMEWORK

Homework is designed to consolidate children's classroom learning, pattern behaviour for lifelong learning beyond the classroom and involve family members in their learning.

Teachers help establish a routine of regular, independent study by setting homework on a regular basis. They will discuss with parents and caregivers any developing problems concerning their child's homework and suggest strategies to assist with their homework.

Students take responsibility for their own learning by accepting responsibility for the completion of homework tasks within set time frames. They are to seek assistance when difficulties arise.

Students are encouraged to organise their time to manage home obligations, participate in physical activity and sports, recreational and cultural activities.



## **Sport**

Petrie runs a sporting program each week for students in Years 4-6. Students nominate to participate in one of the offered sports for the term. They learn and practise the skills required for those sports in preparation for GALA day competitions.

Each term there are inter-school GALA days, providing students in Years 5 and 6 with the opportunity to compete against other students at local schools, in their chosen sport. Year 4 students participate in at-school competitions.

## **Cross country carnival and Fun Run**

This is held at the end of Term 1. Students in Prep-Year 2 participate in a Fun Run which is also a fund-raiser for sport and sporting equipment at school. Students in Years 3-6 compete in a timed cross country event. There is a running club before school providing students with the opportunity to train leading up to the Cross Country.

## **Athletics**

Junior and Senior Athletics Carnivals are held in Term 2. Students in Prep to Year 2 compete in Age Races and a rotation of other fun activities. Students in Years 3-6 participate in a pentathlon competition.

## **Swimming**

The school does not have its own swimming pool, however students are transported on buses to the Lawnton Pool for swimming lessons provided by qualified instructors, and for the school swimming carnival.

The swimming programs run in Terms 3 and 4, and are followed by a swimming carnival at the end of Term 4 for students in Years 3-6.

## **STUDENT RESOURCE SCHEME**

Petrie State School operates a Student Resource Scheme (SRS) instead of Bookpacks, for all year levels. This scheme operates under the policy and guidelines of the Department Education, Training and Employment. While supported and approved annually by the school's Parents and Citizens Association (P&C), the scheme is managed by the school and operates in accordance with section 51 of the Education (General Provisions) Act 2006. This ensures that well-resourced learning by our students remains our key focus.



The scheme is not a fundraiser for the school. Its purpose is to provide a cost effective alternative to purchasing textbooks, resources and consumables from elsewhere at reduced prices gained from the school's bulk purchasing processes. Money paid by parents goes directly into the child's classroom account to fund essential resources and materials to be used in that classroom.

Parents are under no obligation to join the scheme. However, books, materials and consumables required under this scheme are not funded by school grants. Therefore parents who choose to not join the scheme are responsible for providing their child with the items that would otherwise have been listed on a Student Booklist.

Parent/Carers for EVERY family need to complete the Participation Agreement for the SRS, indicating a yes or a no selection. If you do not have a form for your child, please check the website or contact the office.

## EXTRA-CURRICULAR ACTIVITIES

### MUSIC

Selected students may join the Instrumental Program to learn how to play strings, woodwind, brass and percussion instruments. Students begin learning string instruments from Year 3 while the wind and percussion instruments are taught from Year 4. Instrumental lessons are conducted in school time, once a week. Each of these lessons is 30 minutes in length and is conducted on a group basis with 3-8 students learning together.



Tuition is available for:

<b>STRINGS:</b>	Violin, Viola, Cello, and Double Bass
<b>WOODWIND:</b>	Flute, Clarinet, Bass Clarinet, Alto & Tenor Saxophone
<b>BRASS:</b>	French Horn, Trumpet, Trombone, and Euphonium
<b>PERCUSSION:</b>	Drums, Mallets and Auxiliary Percussion

Information is sent home in Term 4 regarding the recruitment process for the following year. Notification of successful placements occurs before the end of the school year. *There is an expectation that students will take on a 3-4 year commitment to the program, which includes involvement in the String Ensemble or School Band. Rehearsals are held before school.* The instrumental groups perform throughout the year at school events, and often at other venues and events in the local area.

#### Music Uniform

Petrie State School has a music uniform that is hired through the school. This uniform has been provided by the P&C Association.

#### Junior Singers

Students in Years 1&2 may choose to be involved in the Junior Singers group. This group rehearses at lunch time and performs throughout the year at school events.

#### Senior Singers

Students in Years 3-6 may choose to be involved in the Senior Singers. Rehearsal is held before school once a week. The Choir performs throughout the year at the school and often at other venues and events in the local area such as Choral Fest, Fanfare, the Pine Rivers Show, and Sing4Joy.

#### Creative Generation – State School on Stage

Each year Petrie participates in Creative Generation. This involves dancers, singers and musicians from Queensland state schools showcasing their talent by starring in a professionally produced show alongside some of Queensland's leading professional artists. Petrie participates as members of the 600+ voice massed choir.

## SPORT

### District School Sport trials

Students aged 10-12 years have the opportunity to represent Petrie at Pine Rivers District School Sport trials. A variety of sports is available.

### After School Sports

Throughout the year various sporting organisations run after-school sporting programs on our oval that parents may choose to have their child participate in. These programs run for several weeks, and there is an associated cost.

### Tennis lessons

Private tennis lessons are offered on once a week by an outside provider using the school tennis court.

## OTHER ACTIVITIES

Activities on offer frequently change, but include things such as:

- FRIENDS – a supported play program
- ICAS (International Competitions and Assessments for Schools)
- Young Leaders' Day for school leaders
- Battle of the Brains
- Maths Fundamentals
- Lunchtime Clubs, such as construction, computers, card-making, board games, etc

## EXCURSIONS AND CAMPS

Students may participate in class or year level excursions that provide additional learning opportunities as part of their educational program at this school. These are limited in number and costs are kept to a minimum to encourage maximum participation. Parents are given as much notice as possible and parent permission is always required.

Examples of excursions:

Year 3 – Planetarium

Students may also attend 'incursions' where a fee is paid to a specialist to visit the school to enhance learning in the classroom.

Examples of incursions:

Prep – Henny Penny

Year 5 students attend a camp at Mapleton for three days in Term 2. They participate in activities such as rock climbing, archery, canoeing and orienteering.

Students in Year 6 attend Tallebudgera Beach School on the Gold Coast for five days in Term 3. They participate in activities such as canoeing, surf activities, tobogganing and hiking.

## STUDENT SUPPORT

### **Student Welfare**

Petrie has a Student Welfare committee that meets each week. Its aim is to examine welfare issues for individual students, and as a group look at how best to provide support. Teachers may present any students they have concerns about – curriculum, social, mental, health etc.

### **Special Education Program**

Students with Disabilities are supported through Petrie's Special Education Program (SEP). This program is co-ordinated by our Head of Special Education Services (HOSES), and has allocated teachers and teacher-aides whose role is to support students with a verified disability. Disabilities include:

- ASD - Autistic Spectrum Disorder
- ID - Intellectual Disability
- VI - Vision Impairment
- HI - Hearing Impairment
- PD - Physical Impairment
- SLI - Speech Language Impairment

The SEP provides an inclusive program and ensures students are supported and able to participate and be successful in all areas of school life. The SEP specifically works on a non-deficit model, focuses on the strengths of the students and provides intensive support for their areas of need.

### **Learning Support and Intervention**

Learning support teachers work cooperatively with classroom teachers, the Guidance Officer, Special Education teachers, the Speech Language Pathologist and parents to support students who are underachieving or excelling in literacy and numeracy.

This assistance may take the form of:

- Analysing literacy and numeracy data to identify learning gaps or strengths
- Working with classroom teachers to develop literacy and numeracy support programs for identified students. This could involve modifications to the classroom program, or withdrawal of individuals or small groups
- Supporting implementation of programs for individual children and small groups
- Testing children and in some cases, referring children to the School Guidance Officer or the Speech Language Pathologist for more detailed tests.

### **Guidance Officer**

A Guidance Officer (GO) is based at the school five days a fortnight. The role of the Guidance Officer is to provide guidance and counselling support, as well as assisting with difficulties related to learning, social skills and emotional wellbeing. Our Guidance Officer is part of the Student Welfare team that aims to develop a supportive school environment and achieve equity in educational access, participation and learning outcomes for all students. The Guidance Officer works directly with students and their families to develop a strong home /school partnership. She works closely with the Chaplain to ensure consistent support for children and families in need; and with staff through consultation, collaboration and the provision of professional development programs.

### **Advisory Visiting Teachers**

Our school has access to a number of specialist advisory teachers. These specialists are accessed to provide guidance and support for students, teachers and parents; and assistance in planning to meet student needs in relation to hearing impairment, physical and medical impairment, vision impairment, behaviour management, inclusion, English as an Additional Language/Dialect (EALD)) and communication.

### **Speech Therapy**

A Speech Language Pathologist works at the school one day per week. A child may be referred for assessment and further support allocated where necessary.

### **Chaplain**

Petrie has a Parents and Citizens' Association endorsed Chaplaincy Program. Our chaplain is a qualified social worker whose role is to provide social, emotional and spiritual support in the school. Her focus is on promoting the well-being of the student.

The chaplain runs school wellbeing activities, targeting specific issues or age groups. This is seen as an opportunity to model positive values, attitudes and behaviours to students and to mentor them towards positive goals and outcomes. The chaplain also runs positive, fun activities for students both in and out of school, and fosters a supportive, caring school community. This includes support for at risk students and support for staff and families in the wider school community.

The chaplain participates in the everyday life of a school. She is seen as a safe person for the children to connect with at school, providing a listening ear, and a caring presence. The chaplain cares for children struggling with a wide range of issues, including family problems, friendship issues, peer pressure, self-esteem issues, bullying, stress and anxiety. She attends excursions, school camps and gala days and assists in supporting the student leaders.

The chaplain also facilitates links between the school and local organisations. Community links enhance the support available to students, parents/carers and staff. The chaplain is also a member of the school's Student Welfare Committee.

## PARENT AND COMMUNITY INVOLVEMENT

The community is an important part of our school. We believe that positive relationships are formed when all parts of the community work together and focus on our students and their achievement. This is critical for their success.

Parents, the P&C, volunteers, pre-prep providers, secondary schools and the wider community are all key contributors to our “Petrie School Community.”

### PARENTS AND CITIZENS’ ASSOCIATION

The Parents and Citizens’ Association (P&C) is a group of members from the school community who work together for the benefit of the school and its students. The P&C Association is managed by an executive committee who work closely with the school Principal to contribute to the management and improvement of the school.

The P&C:

- Consults on school policy decisions
- Assists with financial planning and budgeting
- Manages the Snack Shack and Uniform Shop
- Organises student banking
- Assists with school functions
- Plans events and fundraising activities
- Applies for grants

The P&C provides support in the classrooms, assists with the maintenance of the grounds, works in partnership with the Principal in planning the school’s program and resources, and acts as the voice of parents and members of the Petrie State School community. The P&C actively raises money to contribute to the learning environment for the students at Petrie State School, and has air conditioned all our classrooms.

The P&C meets on the third Monday of each month at 7.00 pm in the Music Room. Membership is free. This meeting is where we discuss our hopes, our vision, and our suggestions to make Petrie State School an even better experience for the students. The success of the P&C depends on the support it receives from the school community through the support of its fundraising activities, and the active involvement of the community at its meetings. Everyone is encouraged to get involved in the activities of the P&C.

Regular P&C events include:

- Discos
- Mothers’ Day Stall
- Fathers’ Day Stall
- Family Fun Day
- Trivia Night
- Student Banking



*Students enjoying a P&C Disco*

## Student Banking

Voluntary members of the P&C conduct electronic banking at the school every Wednesday. The Commonwealth Bank pays the school a commission for each deposit made. New accounts may be opened at the school. Siblings of school students may also participate in the school banking program.

## SNACK SHACK

The Parents and Citizens' Association operates our Snack Shack (tuckshop). The Snack Shack operates five days per week, at both breaks. A menu is available from the Snack Shack or on the school website. Orders can be placed each morning over the counter, or online through Munch Monitor by 8.45 am. ([www.munchmonitor.com](http://www.munchmonitor.com))

The Snack Shack can only function with the help of enthusiastic volunteers and the Convenor welcomes new parents. Please contact the Snack Shack to offer your assistance. The following procedures are in place to ensure smooth Snack Shack operations.

- All lunches must be ordered in bags
- Students are responsible for handing in orders at the Snack Shack before 8.45 am.
- Students in Years 1 and 2 collect lunch orders from the Snack Shack.
- For Students in Years 3-6, a class monitor collects lunch orders from the Snack Shack and distributes to their classmates.
- Students can only buy from the counter when the windows are open.
- No children are allowed in the food preparation area.

Tuckshop Convenor ..... Mrs Amy Sweeney  
Tuckshop ..... (07) 3285 0303

To access the online ordering system go to:  
[www.munchmonitor.com](http://www.munchmonitor.com)

The initial sign on details are:

log in code: petriess  
password: munch4502



## UNIFORMS

The P&C has a Uniform Shop located in the C Block undercover area. The Uniform Shop is managed by L.J. Apparel.

The Uniform Shop is open on Monday afternoons (2.30-3.30pm) and Wednesday mornings (8.30-9.30am). Parents may visit to purchase uniforms at these times, or they may fill in an order form and leave it at the office to be processed the next trading day.

The Uniform Shop is opened for extra trading hours during the Countdown to Prep Program in Term 4, and in the week prior to school starting at the beginning of the year.

For enquiries about uniform orders, contact Maria McAllister via email at:

[uniform.shop@yahoo.com.au](mailto:uniform.shop@yahoo.com.au)

## OUT OF SCHOOL HOURS CARE (OSHC)

Out of school hours care at Petrie is run by PCYC Pine Rivers – Petrie School Age Care. PCYC aims to provide quality child care for school-age children that is as supportive as the child would receive at home. Their qualified and dedicated staff aims to provide the best quality care and learning atmosphere for each child.

### Location

PCYC is located by the Prep building off Wyllie St, Petrie. If you enter the school grounds from the Church car park on Wyllie St, PCYC is the yellow rainbow building to the right.

### What PCYC offers

PCYC has a fully educational program for children Prep to Year 6. The program is based on PCYC's Philosophy that children learn best through play. Parents are encouraged to read PCYC's Philosophy and Values in full for more information. The service also offers the following benefits:

- A healthy choice menu for both breakfast and afternoon tea
- A fun filled Vacation Care program with both incursions and excursions planned weekly
- An indoor and outdoor program
- First Aid and CPR trained staff
- Branch Support Police Officer
- Blue Light Discos

### Contact PCYC

For further information or if you have any questions, please do not hesitate to contact the service, or the PCYC coordinator, Bec Lehmann, on:

Phone 0428 993 043

or send an email to [petriesac@pcyc.org.au](mailto:petriesac@pcyc.org.au).



## PRE-PREP PROVIDERS

We are focussed on collaborating with the day care centres and kindergartens that feed prep students into Petrie. This collaboration involves discussions and visits that help us understand the environments and routines the pre-prep students have experienced, and better enables us to get to know them and make adjustments to successfully transition them to school.

In Term 4 we run an 8-week transition to Prep program called Countdown to Prep. The day care centres and kindergartens we work with play a key role in promoting and supporting this transition for children who have been enrolled at Petrie for Prep. With the support of these pre-prep providers and the parents, we are able to get to know the children more before they begin school, and to better provide effectively for their needs right from the start of the school year.

## SECONDARY SCHOOL PARTNERSHIPS

Successfully transitioning Year 6 students to secondary school is also a priority. The local State High Schools visit students in Years 5 and 6 each year to provide them with information about what high school will be like. Petrie also hosts a parent information evening where staff from these schools visit and outline what their schools offer; and parents have the chance to ask questions. In Term 4, Year 6 students going to a local State High School attend a Transition Day at that school.

## SHARING INFORMATION WITH PARENTS AND THE COMMUNITY

General information is broadcast to the community by:

- Our electronic sign on Dayboro Rd
- School website <http://www.petriess.eq.edu.au>
- Qschools app
- Petrie State School's Facebook page
- Newsletters - 'Petrie Log' and the P&C 'Rumblings'
- Prospectus
- Transition presentations
- Class newsletters
- Parents and Citizens Association monthly meetings
- P&C Facebook page – Petrie State School P&C

### Parent Information Sessions

Early in Term 1 an evening is held to give parents an overview of the year level work, proposed year level and class activities and the routines and expectations for each class.

Parent sessions may also be held on other relevant topics as the need arises. Parents will be advised as these programs become available.

### Parent-Teacher Interviews

Parent interviews are an important part of the partnership between the school and home. They are an opportunity for teachers and parents to talk about how the student is performing at school, and what their goals are. They also send a message to students – that we are a team working together to support them and meet their needs. A strong partnership between the school and home is a proven contributor to student success at school.

Formal face-to-face interviews are conducted in Term 1 and Term 3. However, parents are encouraged to make contact with the classroom teacher at any time.

### Phone or Email Communication

Parents wishing to talk with class teachers are asked to ring before or after class learning time. Alternatively, parents may request for the teacher to return their call during the break or at another convenient time, or they can request an appointment. Email is a very effective means of communication, and many teachers use class communication books or newsletters.

## COMPLAINTS

Complaints come to principals and other school staff in many forms. Complaints can be from parents/carers, community, staff or students. In the first instance, please speak to your child's teacher about your concerns to obtain their point of view. On most occasions, concerns can be resolved at this level. If you are not satisfied with the outcome of discussions with your child's teacher, please make an appointment to discuss your concerns with the Principal (Yrs 3-6) or Deputy Principal (Prep – Yr 2).