

Pilton State School



PILTON SCHOOL.

G.K. Gillam.

Information Booklet

INTRODUCTION

At the Pilton State School we are extremely proud of our achievements over the past 100 plus years. History shows that our school strives to provide an environment which is not only rich in learning, but also values and nurtures the unique gifts of each individual member of our school community.

By continuing with this tradition and working in productive partnership, we continue to offer positive educational outcomes for all students who attend Pilton State School.

This booklet has been prepared as a reference for parents and caregivers and outlines various school procedures and routines. Suggestions from staff and parents have been incorporated in this booklet.

This information will require updating from time to time and parents are encouraged to note any changes in the booklet. We welcome any comments or suggestions for enhancement. We will endeavour to update this document as required.



ADDRESS

Pilton State School
24 Pilton Valley Road
PILTON Q 4361

Telephone : 07 4696 4521

Fax: 07 4696 4586

Email: admin@piltonss.eq.edu.au

OR: Principal@piltonss.eq.edu.au

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

STAFF

Principal: Jon Robertson

Teachers: Leanne Heaton, Meg Bazley

Visiting Personnel:

Physical Education Teacher -
Chaplain -

Barry Healy
Karl Pumpa

Administration Officer: Madonna Bell

Our office is manned Tuesdays and Thursdays in term time. It would be appreciated if any non-urgent phone calls and enquiries could be confined to these days or before or after class hours.

Teacher Aides: Debra Stewart, Shelley Duggan

Cleaner/Groundscare: Barbara Friedrich

Statement of Purpose

At Pilton State School we aim to achieve the best educational outcomes for every student in our school.

Our Values and Beliefs

At Pilton State School we are committed to ensuring that:

- *All of our actions promote the best interests of students.*
- *All of our actions are the best quality we can achieve at the time.*
- *We accept personal accountability for our actions.*

We believe that:

- *Children should be presented with the best available opportunities to experience a broad and effective preparation for life.*
- *Parents and teachers share the responsibility for providing learning experiences for children*
- *Effective lines of communication based on courtesy, openness and respect should be encouraged to operate between the school and the community.*
- *The community is a source of valuable learning experiences and learning facilitators for the children.*
- *There is a need to maintain a high standard of physical resources at the school.*
- *A pleasant and safe school environment is an advantage to effective learning.*

HISTORY

The Pilton School was opened on 3rd November 1913 to provide education for the children moving into the district following the subdivision of the large Pilton Station into smaller farms which were sold at auction in 1910.

Since 1884, many small schools have existed in the district. Pilton School is the only one remaining and now services the districts of Pilton, Upper Pilton, Hirstglen, West Haldon, Manapouri and Headington Hill.

FACILITIES

The school is sited on one hectare of attractive grounds that display many improvements and facilities provided with the assistance of the school community. These facilities include a covered multi-purpose court and well equipped play, sport and exercise areas.

Teaching space consists of three separate buildings. The first incorporates a small office, multi-age classroom and wet area. The second houses a second classroom, storage and staff workrooms. The third building incorporates resource and technology areas, a wet area, kitchen and storage. The three buildings are networked and have wireless broadband internet provided by the National Broadband Network (NBN.)

SCHOOL HOURS

These times may vary according to programming needs.

School commences at:	8:45 a.m.
Morning Tea:	10:30 a.m. – 11:00 a.m.
Lunch:	1.00 p.m. - 1:45 p.m.
End of school:	3:00 p.m.
Bus:	3:25 pm (approx.)

GOING HOME ARRANGEMENTS

If it is the intention of parents that their child is to go home in a way differing from their normal arrangements, that intention must be communicated to the school by phone or preferably a note giving clear instructions. No student is allowed to leave the school grounds during school hours accept for school supervised excursions or if the school is advised by a parent. If the student is to be collected during school hours please check in with a staff member before leaving with the child. Please advise the bus contractor if your child is to be dropped off anywhere other than the normal afternoon drop off point as this is not the responsibility of school staff.

SUPERVISION AFTER SCHOOL

Supervision is provided after school until the normal bus departure time for students. If parents are in a position to collect children earlier it would be appreciated if they do so.

SCHOOL BUS TRANSPORT

It is the responsibility of parents to apply for school bus transport with the bus contractor if commencing school at Pilton. Queensland Transport meets bus transport costs. The following bus run services our school: Lagoon Creek/West Haldon/Pilton/Clifton High School Bus Route (No. S214)

The contractors that provide bus transport for our school are:
Jack and Michelle Duggan, Pilton Valley Road, Pilton Q 4361
Telephone: 07 4696 4534
Mobile: 0427 671736 or 0427 034 845

A Conveyance Committee is elected to liaise with Qld Transport and parents with regard to any matters relating to a school bus run. The committee usually meets once a year, and may meet at other times if necessary. The office bearers for the Conveyance Committee are elected early each year at a meeting notified in our newsletter. Contacts for the Conveyance Committee are available through the school.

PARKING

The sign posted area in front of the school buildings on **BOTH SIDES** of the road is considered a bus parking and turning zone. For the safety of our students and the convenience of the bus drivers, drivers are requested not to park in this area in bus times but to use parking area as signposted. Please allow access to the mailbox for the mail contractor between 9:00 a.m. and 11 a.m.

ENROLMENTS

Enrolment packages are available from the school office on request or on the school website. Parents are required to produce a birth certificate or documentary evidence of the child's date of birth at the time of enrolling a child.

BOOK LIST

There is no 'book list' such as many schools have because books and materials are provided from school funds. Children may however bring their own pencil cases and other items if they wish.

ABSENTEEISM

Regular attendance at school is essential for normal progress to be maintained. It is expected that all absences of children will be explained by a phone call, email or brief note from a parent. The Education Act requires children between the ages of 6 and 15 to attend school each school day unless there is a valid reason for absence.

Whilst regular attendance at school is primarily a parental responsibility, school staff members are required to record and monitor absences and follow-up unexplained absences. Unexplained absences can reflect poorly on a student's academic record. To save us time in this respect, **please advise the school as soon as possible, by phone, note or email, if your child/children will be absent. Contacts: 0746964521; admin@piltonss.eq.edu.au or sdugg28@eq.edu.au .**

The school has a policy of never marking the roll with an unexplained absence code for any students and will follow the procedure outlined below if a student is not at school without any explanation:

1. At first parade for the day the student who is absent will be identified.
2. The principal or, in some cases, a delegate will attempt to contact the parent or care-giver through every available point of contact.
3. If no contact has been made with any parent or associated next of kin, as provided to the school, then the Qld Police will be informed of the situation for further investigation.

EMERGENCY EVACUATION AND LOCK DOWN PROCEDURES

Emergency evacuation procedures are practiced at regular intervals to ensure all students and staff are aware of these procedures in the event of a fire or other emergency. Details of these procedures are posted at each exit from the buildings throughout the school and with the visitor sign-on register.

Parents and visitors **MUST** also be aware of these procedures.

ACCIDENTS

Whilst the care and protection of your child at school is a priority, accidents may still occur. In the event of a serious accident the school staff will act in the best interests of the child. An attempt to contact parents will be made immediately.

It is important that the school be notified immediately of any changes to phone numbers, addresses and emergency contact details.

MEDICATION

The **ONLY** medication that can be administered at school by staff is medication prescribed by a doctor. Medication must be in the original container and show the pharmacist's label, the patient's name and the dosage instructions or be accompanied by a signed letter from the Doctor or Pharmacist. A staff member cannot accept the instructions solely of a parent.

This medication **MUST** be accompanied by a signed note from a parent or guardian. (Forms available from the school office or a signed letter stating these details will also suffice).

Non prescribed medications (e.g. analgesics) should not be brought to school and will not be administered by school staff. Similarly, medication prescribed for one person will not be administered to another. Medication should be brought to the office as soon as the child arrives at school and collected from the office when the child is going home.

Parents are welcome to come to school to administer medication to their children if needed.

On written permission from a parent/legal guardian, and with the approval of the Principal, a student may be responsible for his/her inhaler therapy for asthma. A permission form (available from the school office) or letter should be signed by a parent/guardian for children who manage their own asthma puffer use.

PARENTAL CONCERNS

If, as a parent, you have any concerns about events at school or the management of the school, the correct procedure is to express your concerns to the Principal in a polite manner at a mutually convenient time.

Quite often a quick resolution can be made. The school encourages an open and informed relationship with all school community members.

REPORT CARDS AND TEACHER INTERVIEWS

School report cards are issued for each semester. Formal interviews to discuss the student's progress will be available at times notified in the newsletter.

Appointments can be made with the teacher at any time throughout the year by contacting the school and organising a time to suit both parties. Where possible, parents should arrange interviews or phone calls before 8:30 a.m. or after 3:10 p.m. to ensure that the class routine is not disturbed, unless the matter is urgent.

RESOURCE CENTRE

The school library is open 8:00 am to 3:30 pm for use by all students. Children are permitted to borrow two books at a time. We maintain and update these resources as often as possible and request that parents ensure books are treated with respect at home and returned before the end of the school year. Thanks to Janette Frahm, our Teachers Aides, the P & C and other willing volunteers, we are continually updating our library, which is automated, to greatly enhance access to resources.

Many resources are also available for loan to parents and community members. We have resources specifically suited to parents. Parent use of the computers can be negotiated with the Principal

LOTE

It is departmental policy that schools undertake to teach a language other than English (LOTE). We have been able to source a Japanese teacher for both the P-2 class and the 3-6 class through the Charters Towers School of Distance Education and will be conducting video and audio conferencing lessons every week to engage in this subject. We are allocating 30 mins per week to students in Prep to Year 2, 45 mins per week for Year 3/4 students and two 45 minute lessons for the Year 5/6 students. This is in accordance with the time allocation guidelines of the Australian Curriculum for Languages Other Than English (LOTE.) The Clifton Cluster of schools has been unable to secure a successful applicant to teach LOTE face-to-face and so this option has been very beneficial in allowing our school to implement a LOTE program for our whole school.

CHAPLAINCY

The Pilton School has a chaplain visiting on a regular basis to help support students and staff. The Chaplain provides social and emotional support, spiritual support, role modelling and mentoring, participates in extra-curricular activities, works alongside school support staff, may provide referral advice and networking with local community groups as well as being involved in various support activities in consultation with the Principal and parents. Participation in the Chaplaincy program is voluntary.

LUNCH

Please ensure that children have ample food for both morning tea and lunch. Children who leave on the bus also require afternoon tea. Lunch boxes and drink containers should be clearly labelled. Students may keep their lunches in the school refrigerator. Food may also be heated by staff in the school's microwave, sandwich toaster or oven. This food should be in a suitable container or wrapped in paper towel or alfoil. On days where students have lunch early due to other commitments e.g. sporting commitments, please do not send food needing to be heated as this usually causes delays.

Please inform your children that lunch swapping is not permitted.

INTER SCHOOL SPORT

Our school actively pursues inter school sporting opportunities and the school is a member of the Central Downs Primary Schools Association. Our school competes in quite a variety of sports as well as a number of less structured informal games afternoons with other schools throughout the year. Every Pilton student is considered a valuable contributor to these sports.

Each year the Central Downs Swimming Carnival is held in term 1 and Athletics carnival usually in Term 3. Pilton also competes at an athletics carnival held in conjunction with other small schools and cross country, tennis, ball games and winter sports carnivals. Parents are encouraged to support our students at these events.

SPORTING SCHOOLS PROGRAM

Various sporting activities are provided at our school through the Sporting Schools program. These are provided free of charge through Australian Sports Commission funding. This program provides primary children with a fun, free and safe introduction to a selection of sports and structured physical activities. Details about each term's activities will be advertised in the school newsletter.

SWIMMING

Swimming programs are arranged on a year to year basis. Generally the program includes an intensive series of lessons with professional swim coaches at the end of the year e.g. five or six swimming lessons over 3 days. This has proven to be a very effective method of teaching swimming as well as being timely with summer holidays so close. Additionally, a series of weekly swimming lessons may be provided in term one and/or four subject to funding through the Sporting Schools program.

UNIFORM

The Pilton School uniform has been designed to be serviceable, comfortable and sun safe as well as neat and presentable.

Wearing of the school uniform is encouraged at all times, however children are expected to wear the uniform on special occasions e.g. school photos, days when the school is hosting a visitor, and at all times when leaving the school for sports, cultural events and other excursions.

The uniform consists of:

Black shorts, skirt or long pants

Gold and black polo-type shirt. School leaders' shirts are made available each year for our senior students.

Black hat

Shoes and socks

School jacket and gold school sweat shirt are optional additions

Jackets, sweat shirts, hats and polo shirts can be purchased through the P & C. From time to time second hand uniform items are available for purchase. Please ensure all clothing articles are marked with the student's name. Parents should check the 'Lost Property' box at regular intervals for lost goods.

SUN SAFETY

As part of our Sun Safety Program, hats are required to be worn at all times when outside.

The school supplies sunscreen and children are encouraged to use it. Several shade cloth covered play areas and our undercover multipurpose court are provided for the children as part of our sun safety program.

SCHOOL DENTAL CLINIC

The School Dental Clinic van visits the school on a regular basis. Notification and approval forms are sent home before each visit. The School Dental Service can also be contacted at other times for emergency treatment.

SPEECH THERAPIST

Children with speech and communication problems can be referred through the school. A Speech Therapist visits the school as needed to interview and review children.

NEWSLETTER

School newsletters and other updates are sent home on a regular basis. This is an excellent way of keeping abreast of school and community happenings. The newsletter is also available by email. We endeavour to provide information on the school website including access to school newsletters online.

Questionnaires, permission slips and various notices go out from time to time attached to the newsletter and prompt return of these is appreciated.

PAYMENTS

The school does not charge an annual school or classroom resources fee. The P&C heavily subsidises school camp, bus travel and some excursions, however there will be payments requested for some activities throughout the year. Any money sent to the school should be in a well sealed envelope or bag clearly marked with name and details. The money should then be placed in the appropriate locked box, marked 'School' or 'P&C', in the entry foyer. Payment envelopes are available near these boxes if required.

It has been policy that no Pilton student is disadvantaged through financial hardship. Please discuss in confidence with the principal any problems meeting camp, excursion or other school costs. Some parents take advantage of the opportunity to pay in instalments or have an 'advance payment' in credit at the start of the year/term from which to have payments deducted as they occur during the year. For some, this may be more convenient than sending many smaller payments to school.

State schools in Queensland use a web based finance program which automatically emails invoices and statements when generated. Please consider these as a reminder and not a demand for payment.

Bank transfer, BPOINT or BPAY are our preferred methods of receiving payment. Payment by instalments is also accepted. EFTPOS, Direct Debit and Centre Pay options are not available through this school.

When paying through BPOINT for more than one student in a family, instead of making separate payments it is possible to allocate the full payment amount against one of the invoice numbers. To pay by Bank Transfer: Pilton State School BSB 064433 Account 10816673

SCHOOL RULES

The school does not have an extensive list of do's and don'ts but it is expected all children will behave in an acceptable way following the upholding of five basic values.

**Be Strong
Be Willing
Be Respectful
Be Safe
Be a Learner**

A Responsible Behaviour Plan for Students has been developed in cooperation with parents and staff and is attached.

PARENTS AND CITIZENS ASSOCIATION

The school has an active and supportive Parents and Citizens Association. The Pilton P & C has a long history of being active in school affairs and fund-raising activities.

Elected Office Bearers for 2017 are:

President : Rebekah Turkington
Vice President: Amy Tait
Secretary : Sarah Summers
Treasurer : Tom Tait

The objective of the Association is "To promote the interests of and facilitate the development and further improvement of the Pilton State School."

One of the most important functions of the Association is "to endeavour to bring about closer cooperation between the parents of the students attending the school, other members of the community and the teachers and students at the school."

Meeting dates and times are notified in the school newsletter. Attendance at these meetings would ensure you contribute in a meaningful way to the objectives and functions of the Association.

The P&C subsidises school activities, excursion costs, picnic costs and resources. To assist with this, families are asked for a voluntary family subsidy and picnic subsidy each year. Subsidy amounts will be advised after the Annual General Meeting each year.

SCHOOL PICNIC

Each year the P & C host a school and community picnic at the end of the school year. Activities include a barbecue lunch or dinner and presentations to children including Pilton community children below school age. All school families and community members are encouraged to attend.

SMOKING

All school community members and visitors are reminded that smoking is not permitted on the school grounds or for 5 metres beyond the school boundary.

VISITORS

It is an audit requirement that all visitors to the school, including volunteers, sign in at the school office and are familiar with the Emergency Procedures Plan.

PLAYGROUP

Playgroup for younger members of the community and their caregivers is held most Friday mornings, dates notified in the newsletter. For further details, please contact the school.

VOLUNTEERS

Children like to feel that their parents, friends and family are involved with the running of the school. We welcome volunteers to help out in the classroom, library or garden or on sports days. For example: a group of enthusiastic community members assists with the student reading programs.

You may have talents you can share – music, gardening, singing, dance, art, craft, cooking or sport, to name a few. Please let us know if you are interested.

Appendix 1

Emergency Evacuation Procedures

In the event of the evacuation warning signal sounding (the warning signal will be a continuous blast from the air horn from the landing between Block A and Block B):

1. Teachers, Teacher Aides or other adults in charge of children shall ensure people immediately stop what they are doing, stand, replace chairs at desks and move from rooms in a quiet orderly manner.
2. The administration officer, principal or aide is to take the visitors' register, a mobile phone and first aid kit to the assembly area.
3. Teachers shall take the class rolls with them. The principal shall turn off the main power switch.
4. The evacuation route shall be the most direct SAFE route to the assembly area.
5. The assembly area shall be the practice court near the tennis court. If complete evacuation of the grounds is necessary, the assembly area shall be the grounds of the Community Hall.
6. At the assembly point, the rolls shall be called and all students, staff and visitors shall be accounted for.
7. The principal shall send a responsible person to the toilets to get any children who may be there.
8. If an event happens in break time, before or after school, students are to stop playing and make their way immediately to the assembly area. The staff in the buildings will take the class roll, make sure students have evacuated the building and follow above procedures.
9. In the event of a fire or emergency, the teacher aide or nearest staff member is to make sure those students identified with a disability to be supported in evacuation procedures. This may include assisting to move down stairs, being explicitly directed to the assembly area.