



Ingham State School

Prospectus



Queensland
Government

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- Exclusion Table for Communicable Diseases



OUR ASPIRATIONAL PHILOSOPHY

Ingham State School aims provide our students with positive learning environments in which they can grow, take risks and be supported in their academic and social and emotional learning. Our students are diverse.

- *They thrive with clear expectations and consistent consequences (both positive and corrective).*
- *They develop through positive relationships and need positive role models in adults and peers.*

Our teaching staff prioritise fostering and maintaining positive relationships with students, parents and other staff.

- *They are the most influential element in the holistic support of our students at our school.*
- *They continue to develop their understanding and practice around behaviour.*
- *They are supported and have their capacity developed by leadership team members and other support staff.*
- *They have consistent and high expectations of themselves and students.*
- *They set their classroom & programming up so students can succeed.*

Our leadership team & support staff prioritise fostering and maintaining positive relationships with students, parents, and other staff.

- *They approach situations consistently and respond to needs in a timely manner, looking to address each situation in its context.*
- *They use data to guide the decisions they make, taking into consideration the individual needs of the people involved.*
- *They ask questions to understand what support is needed and what support will look like.*

Teacher Aides are an essential part of our classrooms and our school.

- *They are utilised to the full extent of their abilities and have input into relevant decisions.*
- *They are supported by having clear expectations and definitions of their role.*

Parents are the primary carers and teachers of our students.

- *They support our school by working with teachers and following school processes and expectations.*

They need to be given information in a timely fashion and know what is happening with their child.



CODE OF CONDUCT

At Ingham State School,
I am somebody.

The 'me' that I **CHOOSE**

is the 'me' that I'll be

I can be **RESPECTFUL**,

RESPONSIBLE and **safe**

I CAN SUCCEED.



SCHOOL ROUTINE

BEFORE SCHOOL

- ❖ Children are asked not to arrive at school before 8:00am as there is no supervision available. Students who do arrive before 8:00am are to sit in the Administration Office foyer.
- ❖ Students on arrival at school between 8:00am and 8:45am are to sit quietly in the Multi-purpose Hall where students will be supervised. Students will be released at 8:40am to go to the toilets, have drinks and then straight to classroom for lessons.
- ❖ Students are encouraged to arrive as close to 8:30am as possible.
- ❖ Children are not permitted to play on the school play equipment **before and after** school when no staff supervision is provided.
- ❖ Students enter their room quietly; ensure that books, pencils, rulers etc. are ready for the school day.
- ❖ Students must not leave the school grounds at any time without permission from the Administration Office accompanied by an adult.

ENTRY INTO SCHOOL

- ❖ *Before the bell sounds at 8:40am children are to visit the toilet if required, wash hands, have a drink and prepare for lessons.*
- ❖ *At the bell, pupils sit quietly in their area ready to go to class.*

LUNCH (10:45am to 11:25am) AFTERNOON RECESS (1:30pm to 1:55pm)

- ❖ *Children proceed to either the tuckshop or the eating area allocated for their year level, sit down quietly while eating their lunch. They remain in this area until dismissed by the teacher on duty, when the “play bell” is rung.*
- ❖ *Children must place their scraps and papers in appropriate bins.*
- ❖ *At the bell signalling the end of lunch, children visit the toilet, wash their hands, and have a drink.*
- ❖ *When the second bell rings all students sit in their allocated areas ready to go to class.*

IN THE PLAYGROUND

- ❖ *Children play only in the area allotted to their broad age groups.*
- ❖ *Students must not run under school buildings and walkways or on any other concrete areas.*
- ❖ *Playing on playground equipment is not permitted before school or after school hours unless supervised.*
- ❖ *The bicycle area is out of bounds except when children, who own bicycles, are parking or collecting them.*
- ❖ *Bicycles are to be walked in the school grounds.*
- ❖ *All storerooms are out of bounds.*
- ❖ *Children must not loiter or play in the toilets.*
- ❖ *The playground must be kept free of all papers and other litter.*
- ❖ *Students are asked to assist visitors by directing them to the Administration Office.*

AT THE TUCKSHOP

- ❖ *Children queue in lines, wait their turn and show courtesy and manners.*
- ❖ *No running from the classroom to the Tuckshop is permitted.*



GENERAL INFORMATION

*Ingham State School
28 McIlwraith Street
Ingham Qld 4850*

Postal Address: *PO Box 388, Ingham Qld 4850*
Phone: *4776 9333*
Email: *admin@inghamss.eq.edu.au*
Web Address: *www.inghamss.eq.edu.au*

Principal: *Marianne Mac Donald*
Deputy Principal: *Natalie Andersen*
Head of Special Education Services: *Deanna Swarbrick*
Business Manager: *Pauline DeLuca*

Office Hours are 8:00am to 4:00pm (Monday to Friday)

SCHOOL DAY

<i>8:40am</i>	<i>First Bell</i>
<i>8:45am</i>	<i>Second Bell</i>
<i>8:45am – 10:45am</i>	<i>Session 1 – Prime Teaching Time</i>
<i>11:00am – 11:25am</i>	<i>Supervised Eating Time</i>
<i>11:25am</i>	<i>End of Play Time</i>
<i>11:30am – 1:30pm</i>	<i>Session 2 – Teaching Time</i>
<i>1:30pm – 1:40pm</i>	<i>Supervised Eating Time</i>
<i>1:40pm – 1:55pm</i>	<i>Supervised Play Time</i>
<i>2:00pm – 2:50pm</i>	<i>Session 3 – Teaching Time</i>
<i>2:50pm</i>	<i>End of School Day</i>
<i>3:00pm</i>	<i>All students are expected to have left the school</i>

ABSENCES AND ATTENDANCE

It is compulsory for all children from Prep to Year 6 to attend school every day unless there is a satisfactory explanation for absence. Holidays are discouraged from being taken during the school term and are not regarded as a satisfactory explanation for absence. It is the parent/guardian/carer responsibility to ensure that they contact the school prior to any planned absence. Parents must provide the reason for any absences prior to 9:00am on the day of absence. Contact may be made by the following methods:

- *Send a text to the SMS number (0418 157 321)*
- *Phone the Office directly (4776 9333)*
- *Student Absence Line – leave a message (4776 9360)*
- *Email: admin@inghamss.eq.edu.au*
- *In Person: Handwritten letter by the parent or carer dated and signed. This may take the form of a medical certificate if the child has been absent for multiple days.*

If a child is absent without notification the Office will contact the parent via a SMS Message requesting an explanation. Unexplained absences in excess of three days will be followed up by the class teacher. Cases of habitual chronic non-attendance / absences are followed up by the Deputy Principal or the Principal and are referred to the relevant authorities. Any unexplained student absences will be followed up with a letter in the mail. Student attendance and absence figures will appear on students' Semester 1 and Semester 2 report cards.

ABSENCE EXEMPTIONS

If your child or children cannot attend or it would be unreasonable in all circumstances to attend school for more than 10 consecutive days, an exemption from compulsory school is available. The exemption excuses parents from their legal obligation to ensure that their child of compulsory school age is enrolled at or attends school. Please see Administration if your child/children will be absent for more than 10 consecutive days and a form will be provided to you to complete before the absence. e.g. Family Vacations, Medical Procedures etc.

ACCIDENTS AND EMERGENCIES

Parents must provide the school with emergency contacts, so we are able to contact a nominated caregiver in case of an accident or illness. It is important that addresses and telephone details are always current; it is essential to keep the office informed of any change of address or employment place.

Children who have an accident or are ill at school will be given first aid. Staff have no medical qualifications beyond the first aid certificate. In case of serious illness or accidents, parents/emergency contacts are contacted immediately. In some cases, it may be necessary to call an ambulance.

ADMISSIONS/ENROLMENT

All admissions queries are to be made at the Administration Office. Children who are 5 or will turn 5 by the last day of June on the year of enrolment are eligible to enrol for the Preparatory Year. At the end of every year Preparatory children for the following year are enrolled. This means that they will be ready with classes allocated at the start of the school year.

Enrolment packages are available from the Office. All prospective parents will need to attend an interview with the Principal prior to their child's commencement. A copy of birth certificates for all students must be sighted before they can be enrolled.



APPOINTMENTS WITH STAFF

Ingham State School actively encourages open, helpful and worthwhile communication between parents, guardians and teachers. If you would like to discuss any matters with your child's teacher, it is requested that parents make an appointment with staff through the Office. Some Teachers prefer email contact and will forward their email address if appropriate.

ARRIVALS and DEPARTURES

It is expected that all children will depart the school grounds by 3:00pm except for those participating in sporting activities. Children still remaining at this time will wait in the Administration Office foyer. Parents are requested to collect their children from here.

Please note – only those emergency contacts listed on the student's enrolment form will be able to collect students. Any unauthorised contacts will be unable to collect students. If we are unable to contact a parent or emergency contact - Police may be contacted to ensure duty of care.

Students waiting for pick up in the afternoon from the Eleanor Street pick up must wait under the Assembly Hall where a staff member is on duty. Students being collected at the back car park are to wait at the back gate where a staff member is also on duty.

All students who travel home by bus are to quickly go to the bus shelter where teachers are on duty.

Early Departure – *Parents are strongly urged to make appointments for students out of school hours so there is no disruption to student learning. If parents require students to leave school early or during the day for appointments or other reasons, only parents or emergency contacts are legally able to sign the student out from the Office. Parents collecting students must do so from the Office. Administration will collect your child from the classroom to the Office. If your student is returning, they must be signed back in by an adult. Students are not to leave the school grounds without permission from Administration and accompanied by an adult.*

Please note – only those emergency contacts listed on the student's enrolment form will be able to collect students. Any unauthorised contacts will be unable to collect students.

Late Arrivals – *Students are late if they arrive after 8:45am. Students must report to the Office and collect a Late Slip to present to the Teacher on arrival to class. It is essential that students arrive at school on time as the first session of the day is prime teaching and learning time.*

ASSEMBLY

Assembly is at 2:00pm every Monday afternoon unless there is an event that causes us to cancel it. All parents, carers and families are welcome to attend assemblies.

BICYCLES

Some students ride bikes to and from school. We suggest that all bikes be secured with a personal bike lock. By law all bicycle riders must wear protective helmets. For safety reasons no student is to ride their bike in the school grounds. All riders must dismount and walk bikes along the footpaths in front of the school and across the supervised crossings.

BOOK CLUB

Book Club offers students and families a choice of books to purchase approximately once every two months at very reasonable prices. Order forms will be sent home with students as they arrive and are to be filled out and returned to the school by the due date with money. Orders may also be made online. This requires parents to phone Scholastic ahead of the due date, pay with credit card and enter the receipt number provided on the order form. The completed order form is then handed in at the Office. The school benefits from Book Club sales in bonus books for our Library. Remember you are not under any obligation to buy.

BOOK LISTS

At the end of each year children will be given a list of books and necessary materials for the following year level. Expenses are kept to a minimum. All articles listed are necessary for your child's education and must be available for them to use. Please check that all books have the correct ruling, are the correct size and are clearly named.

BUS SERVICES

Buses service our school and the children using them are required to report to the bus shelter at the front of the school immediately they are dismissed from their classrooms. The children waiting are supervised. Parents requiring a bus service for their children are to contact the bus company direct. Contact numbers for bus services are included in this booklet.

CONCERNS

During the course of your child's school years, you may have cause to make a complaint about an issue you feel is adversely affecting your child's education.

Education Queensland is committed to ensuring that all complaints - whether they relate to a school staff member or a school's operations - are dealt with in a fair and equitable manner.

When making a complaint, you have a responsibility to:

- *provide complete and factual information in a timely manner*
- *deliver your complaint in a nonthreatening manner*
- *not make frivolous or vexatious complaints or include deliberately false or misleading information.*

In most instances, staff members are told of complaints made about them and offered the right of reply. A complainant also has the right to have a support person throughout the process. If your complaint relates to suspected official misconduct or criminal activity, then you should direct your complaint directly to the Crime and Misconduct Commission or the Queensland Police Service.

The following five-step procedure assists parents, guardians, staff, and school personnel in reaching an outcome that is in the best interests of the student:

1. Discuss your complaint with the class teacher. If your complaint is with your child's teacher or an issue concerning your child's experience at school, make an appointment with that teacher as soon as possible through the school administration to resolve the problem at this level. The teacher will make a record of the complaint and report your meeting and any outcomes to the school principal.
2. Where the teacher has been approached but the issue remains unresolved, make an appointment with the school principal to discuss the issue further.
3. Discuss your complaint with the principal. If your complaint is related to the school more generally, you should raise your complaint directly with the principal. The principal will make a record of your complaint and work with you to resolve the issue.
Complaints to the principal may be lodged by telephone, writing or in electronic format. Email addresses can be accessed through the [Schools Directory](#).
4. Contact district office. If you have discussed the issue with the principal and still feel that your complaint has not been addressed, you have the right to contact the Executive Director (Schools) who is the supervisor of the principal and oversees activities of schools.
Complaints may be lodged by telephone or in writing. Complaints should be specific in detail, and outline the steps taken to date to resolve the issue.
When you contact the district office you will be advised that your name and the nature of your issue will be reported back to the principal of your school. Staff at the district office will attempt to resolve the issue.
Addresses and telephone numbers of district offices are listed on pages 45-46 of this publication.
5. Complaint still not resolved?
If you feel that your issue has not been resolved through the district office process, you have a further right to make a complaint to the central office of Education Queensland. You may choose to progress your complaint in writing to the:
Deputy Director-General Education
PO Box 15033
City East QLD 4002
phone (07) 3237 0618 fax (07) 3221 4953.

More information can be found via the following link <https://education.qld.gov.au/parents-and-carers/parent-participation>

COPYRIGHT/PRIVACY LAWS

Due to copyright regulations parents' permission is required for each child's work to be published or displayed on behalf of the school e.g. Newsletters, Show Displays, Newspaper Articles, the school webpage or Facebook. The school also requires parental permission to publish or display photographs of children. No photos or names will be able to be published or displayed without that permission.

CURRICULUM DETAILS

At Ingham State School we follow the Australian Curriculum. If parents would like more detail please contact Administration.

CUSTODY

Sometimes schools are confronted with custody issues relating to students. Ingham State School will manage custody related issues in accordance with the law.

Parents/guardians/carers are required to complete and sign accurate enrolment forms for children for whom they have custody.



- Any custody issues are to be declared and supported by legal documentation – which will be copied and retained on the students' individual file.
- The Principal will be responsible for ensuring that the school complies with all Family Court Orders or similar legal documents relating to custody.
- The school will assume a default position that both natural parents have equal access to enrolled students unless current court orders or legal documents dictate otherwise.
- Upon request both natural parents will have access to school reports, newsletters, parent interviews and their children at school unless court orders or similar legal documents dictate otherwise.
- Parent/Guardians/Carers that claim custody restriction but fail to provide documentation will not have their requests met until such time as supporting documentation is provided.
- People who have their access restricted to students, and whose presence at school or request for information etc. are in breach of court orders or similar legal documents will be directed immediately to the Principal.
- The Police will be contacted immediately if people refuse to comply with the Principal's lawful instructions or to obey court orders or similar.
- Any breaches of custody restrictions will be reported by the Principal to the parent who normally looks after the child.

At no time will the school be placed in a position that breaches current court rulings. The school is a place of safety for students and at no time will this be compromised. All information collected by the school remains strictly confidential.

Ingham State School can only enforce current court rulings if copies are provided to the school.

DENTAL SERVICE

The Queensland Government provides a free dental service for students. Forms relating to Oral Health Services will be sent home with your student periodically throughout the year. This service is conducted on Ingham State School premises in the Dental Clinic. For further enquiries please contact the Ingham Hospital Oral Health Service on 47203000 or 0407962997.

DIGITAL DEVICES

The school prefers that digital devices including mobile phones and other multimedia devices are left at home. If parents feel the need to provide their child with a mobile phone for safety reasons, students are permitted to bring it to school under the following strict guidelines:

- ◆ *Mobile phones and other digital devices are the sole responsibility of the student as the school will not be held accountable for its security.*
- ◆ *Mobile phones and other digital devices MUST be handed to the Office for safe keeping throughout the school day and collected at the end of the school day.*
- ◆ *The school has this rule for cyber safety and due to the expense of phones/devices.*

EMERGENCY PROCEDURES

Students are taken through the Fire Drill Procedures very early in Term One. A Fire Drill and Lock Down is held once per Term. Visiting personnel (visitors, parents and volunteers) present during a Fire Drill are to proceed through the nearest exit to the top oval.

In the threat of a pending emergency e.g. flood or cyclone, contact will be made with parents via written communication, Facebook or SMS.

EXCURSIONS

Class excursions may occur occasionally throughout the school year to support and enhance learning. All students are expected to participate in these excursions. Relevant paperwork and permissions will be sent home prior to the event.

SOCIAL MEDIA

Ingham State School has a Facebook page to promote school events and relay information to parents and community. Search Ingham State School.

Please note – It is departmental policy that staff do not engage in contact with parents/guardians over social media. If you wish to contact your child’s teacher, please contact the office to arrange an appointment.

If you have concerns or issues relating to school matters, please contact the Administration Office instead of posting to social media sites.

HEAD LICE

Head lice infestations unfortunately do occur in Primary Schools. If a head lice problem is identified at school, parents will be contacted and asked to treat the child’s hair before returning them to school.

All parents are asked to check their child’s hair on a regular basis and notify the school office if they detect or suspect their child has head lice.

HOMEWORK

It is policy of this school to set relevant homework which includes reading, spelling and number facts, as it promotes:

- Responsibility.
- Time management/organisation.
- Development of good independent work habits.

Please contact the Class Teacher if you have concerns with regard to your child being able to do the work or that your child is spending an inordinate amount of time completing set homework.

ILLNESS AND INJURIES

If your student is sick, please keep him/her at home. Please consider your child’s well-being as the school has limited facilities and personnel to care for sick children. If your child becomes sick at school, the parent or emergency contact as detailed on the enrolment form will be contacted and asked to collect and sign out the student and take them home.

Please make sure student information is kept up to date so parents may be contacted if your child is ill or an emergency occurs. School policy is that the parent/guardian/carer will be contacted in the first instance, however if necessary the school will make a decision to call 000 for an ambulance.

JEWELLERY

For Workplace/Health and Safety reasons, *watches, signet rings, sleeper earrings and small simple stud earrings are the only jewellery allowed.

*Watches that have capacity to record or film or ring out are recognized as digital devices and as such are under digital devices guidelines.

LIBRARY/RESOURCE CENTRE

The school has a Library/Resource Centre with a wide variety of fiction and non-fiction materials as well as a wide range of multimedia opportunities. Children are encouraged to borrow books from the school library but are responsible for returning them in good condition. Borrowing is possible for a two week period. Prep children may borrow after a short induction period into the process. Years P-3 are allowed to borrow up to two items at a time. Year 4-6 students may borrow up to three items. Parents will be contacted, with a view to reimbursement, should children damage books or fail to respond to overdue reminders.

LOST PROPERTY

All items of lost property are stored in a lost property box displayed directly under the Administration Office for students to see. Parents and children are invited to inspect this regularly. At the end of each term, all items are displayed to children and any unclaimed lost property will be given away to charity. Please make sure all personal belongings are named.

MEDICATION

It is occasionally necessary for a child to have medication at school. Administration of prescribed medications at school to students will only be done with written authorisation from parents. The following procedure must be followed:

- No classroom teacher is permitted to administer medication.
- The Principal or other adult staff member authorised by the Principal will give medication to the student.
- Medication must be prescribed by a doctor and have the Pharmacist label with instructions of dosage and time on it.
- Medication must be taken to the Office where it is kept in a secure place; the student will go to the Office at the appropriate time for administering of medication.
- Students must not administer their own medication and medication must not be left in school bags or given to teachers.
- Non-prescribed oral medication (e.g. creams/ Panadol or cough mixtures) will not be administered by any staff to students without a prescription from the doctor.

Asthma – Children who suffer from Asthma must hand in their puffer to the Office where it is kept for students to use whenever they need to take it. There will be situations where this will not be the case e.g. sports days, when the student will be given the puffer to keep with them at the grounds. Please arrange to have your child's Asthma Action Plan given to the Office for uploading and recording.

MEET AND GREET

Meet and greet gatherings occur every Monday morning for all year levels at their designated areas. During this time important information, student messages and reminders for the week are discussed with the students.

MESSAGES (Students)

From time to time parents require messages to be passed onto their student/s or teachers due to circumstances that arise during the day. Please be aware that we do not ring through to classrooms as it disrupts the classroom learning experiences. Sometimes more than one classroom is interrupted when teachers have to leave lessons to answer the phone. Administration staff deliver messages to classrooms.

Students/parents being organised in the morning before school does help alleviate this problem, such as reminding students how they are going home in the afternoon.

NEWSLETTERS

The newsletter is emailed each Wednesday to parents who have provided the school with their email address. It contains reports and information of school events. It is very important for parents to receive and read the publication, as it is one of the main written forms of communication between the school and home.

PARENTS AND CITIZENS ASSOCIATION

This association meets on the third Monday of each month in the Staff Room at 7:00pm. All parents are invited and urged to attend. The importance of parents and teachers working together is strongly supported throughout the school. It is generally acknowledged that when parents express confidence in the school and are involved in it in some way, children are likely to be happier and perform better in the classroom. If children see their parents and teachers sharing common beliefs, attitudes, and goals, they feel more secure.

The Parents and Citizens Association plays an important part in bringing about closer co-operation between the parents, other members of the community, the teachers, and students at the school. All parents are encouraged to be part of this very important group.

PARENT HELPERS

Quite often parents are invited to support teachers with excursions, book covering, cooking, craft, reading programs and sport. Your child's teacher will advise you of these opportunities and you are encouraged to help if it is at all possible. The needs of students are of course the chief priority, but it also gives you a better understanding of how your child's classroom works. Involvement with children other than your own necessitates confidentiality, for the protection of all students.

For workplace, health and safety reasons and student protection, it is a requirement that all parent helpers/volunteers and visitors go through an induction process and sign in and out at the Administration Office. These induction workshops are held early in the year at various times. **Please note that parent helpers/volunteers and visitors will not be able to attend classes until this mandatory training has been completed.**

PERFORMANCES

We have different groups visit the school throughout the year and provide resources to rural, remote and metropolitan schools throughout the state. There is a policy which seeks to ensure equitable access to performance programs for all schools, regardless of geographic location or school population. Ingham State School hosts selected performances each year. These sessions are incorporated into the Visual and Performing Arts area of our Curriculum. Details of performances are published in the Newsletter.

PRIME LEARNING TIME

Between 8:45am and 10:45am we observe prime learning time – therefore it is imperative that children arrive on time and ready to start lessons. During this period, no interruptions to learning are permitted. Children will remain in class (NO MESSAGES). Teachers and students are to be fully organized before, so that all resources are available and visits to the Office are not necessary. The purpose of quality learning time is to enhance the learning outcomes for all students.

Teachers at our school understand the need to cater to the full range of learning styles, to maximise the potential of multiple intelligences and to ensure the curriculum content meets the learning needs, interests, and developmental level of each child. Quality Learning Time is best utilised through a diverse and engaging range of teaching practices.

RELIGIOUS EDUCATION

This is catered for by visiting religion teachers from many denominations. At present Religious Education occurs on Friday.

Please make sure Religion of students is on their Enrolment Form. Students who do not participate in religion classes will be supervised undertaking work-related activities in a separate space.

REPORTS - ACADEMIC

Formal student reports are issued to parents at the end of each semester. Opportunity is given for parent/teacher/student interviews and parents are invited to make appointments with class teachers at any time of the year to discuss their child's progress. Teachers may also request an interview with a parent at any time if they have any concerns. We encourage parental involvement in all aspects of your student's education. Please contact the Office email – admin@inghamss.eq.edu.au if a teacher does not get back to you.

SCHOOL FUNCTIONS

From time to time parents will be invited to attend special social, sporting or educational activities. We and your child would very much appreciate your support on these occasions. We are also sure you will very much enjoy the opportunity to be part of the activities.

INCLUSIVE EDUCATION

An Inclusive Education Program is based at Ingham State School. This class operates depending on the learning needs and special requirements of individual students. The school has an inclusive policy and students are integrated into mainstream classes according to their Education Plans. These plans are reviewed and discussed on a regular basis with families.

SPORT

Sport is played within the school on a house basis and also on an interschool level. Every opportunity is given for your child to participate in as many different sporting activities as possible. Your help in ensuring that children take part in sport is requested. From time to time, parents may be asked to help with the provision of transport and assist with supervision.

SPORT HOUSES

Our sport houses are called: Dalrymple (Blue), Hunter (Yellow), Scott (Red) after three pioneers of the district. Children who have an older brother or sister at this school automatically go into the same house as their sibling. Families are allocated to the same house; other children are distributed evenly throughout the three houses.

STUDENT LEADERS

School Captains and Vice Captains will be elected from the Year 5 classes to take up their position the following year. The house captains and a number of student councillors are elected early each school year. Eligible voters are pupils from Years 3 to 5 and staff.

STUDENT TRANSFERS BETWEEN SCHOOLS

If your child is to transfer to another school, notice must be given to the Classroom Teacher as well as the Administration Office.

SUN SMART POLICY

It is Ingham State School and Education Queensland policy that children wear a hat at all times when in the sun. Our school is a Sun Smart School where children without a Sun Smart hat will play under the covered areas. NO HAT NO PLAY. School hats are available for purchase from the Office. Sunglasses are also accepted under the Sun Smart Policy for students to wear during play time.

SUPPORT SERVICES

A speech therapist visits Ingham State School. Referral to this specialist occurs through the Class Teacher, Administration or Guidance Officer. If there is a parental request, please see the classroom teacher.

Other specialists (physiotherapists, occupational therapists) visit the school as needs arise in consultation with the school Guidance Officer. A Behaviour Management Support Teacher and additional teachers specializing in literacy and numeracy support and extension including Advisory Visiting Teachers, work in our school supporting teachers and students. Other teachers and teacher aides are employed according to need and budget.

SWIMMING

All children attend swimming classes at the Hinchinbrook Aquatic Centre. These classes are part of the school's Physical Education program. Non swimmers, beginning swimmers and advanced swimmers are catered for according to their abilities. Basic stroke techniques, water safety and life saving techniques are taught. The school covers some of this cost.

TUCKSHOP

Tuckshop is conducted daily at both lunch and afternoon tea. Parents are asked to volunteer to be rostered to help on those days. Forms, procedure and price lists will be sent home early in Term One of each year. Efforts are made to provide all children with nutritious food at a reasonable cost. Special dietary needs are also catered for – documentation would need to be provided.

All Tuckshop volunteers must report to Administration to sign in and out on their rostered days.

USE OF SCHOOL FACILITIES

Individuals and groups wishing to use school facilities must obtain written permission from Education Queensland. There may be a cost involved. Please see Administration for information and paperwork that must be completed before use may occur. A copy of indemnity insurance is also required.

STUDENT RESOURCE SCHEME

To support the curriculum initiatives a levy of \$40 per child per year is requested from parents.

Each year parents are requested to make a contribution toward purchasing a vast range of consumables for student use to support student learning in the classroom. This contribution is greatly appreciated.

The voluntary contribution is approved annually by the P&C prior to the year in which the funds are received.

Payment can be made any time at the Office or by Electronic Funds Transfer. Bank Account details are available in the Newsletter.



SCHOOL UNIFORM

-REFER BELOW-

SHOES AND SOCKS

Black closed shoes

White sports socks

HIP POCKET
WE'RE FROM AROUND HERE
Reversible Hats

HUNTER DALRYMPLE SCOTT

\$20
Includes child's name embroidered on cap.

Unisex Uniform

SHORT SLEEVE SHORTS LONG SLEEVE

\$38 Kids and Adults Sizes
\$32 Kids and Adults Sizes
\$40 Kids and Adults Sizes

ingham.hippocketnetworkwear.com.au
Shop 1, 72-80 Herbert Street Ingham | Phone 4410 7999



BUS TRANSPORT

BUS NO.	ROUTE	CODE	CODE	SERVICE PROVIDER
	<i>Parent Conveyance to Bus Stops</i>	CONV		PARENTS
1 & 2	<i>Ingham Town Run</i>	SN105	A	Hinchinbrook Bus Service
1	<i>Taylors Beach, Halifax, Cordelia, Forest Home</i>	S201		
2	<i>Lucinda, Macknade, Bemerside, Ripple Creek</i>			
4	<i>Cardwell Range, Christies Road, Jones Road</i>			
4	<i>Blackrock Run (Driver: Ross Callow)</i>	004DTN	B	Trans North Bus & Coach Service
24	<i>Hawkins Creek Run (Driver: Oliver Stanton)</i>	024DTN		
25	<i>Mutarnee/Davidson Street Town Run (Driver: Wya George/Laurie Black)</i>	025DTN		
27	<i>Long Pocket Run (Driver: Chris Gaggiano)</i>	027DTN		
35	<i>Forrest Beach Run (Driver: Ted Garrigon)</i>	035DTN		
53	<i>Cardwell/Kennedy Run (Driver: Dennis Bullen)</i>	053IDF		
70	<i>Abergowrie, Long Pocket (Driver: John Howard)</i>	070DTN		
119	<i>Sunnybank, Four Mile, Clay Street, Cassady Street Run (Driver: Frank Martino)</i>	XQ56MU		
	<i>Mt Fox, Upper Stone, Lannercost, Trebonne</i>	P210	C	Stone River Bus Service

COMPANY	CONTACT	PHONE	MOBILE	EMAIL
Hinchinbrook Bus Service	<i>Daryl Romanello Gary Romanello Mick Ryan Tony Iafano (Owner)</i>	<i>4776 1972</i>	<i>0428 763 895 0407 394 053 0447 030 447 0488 017 699</i>	<i>info@hrbus.com.au</i>
Trans North Bus & Coach Service	<i>Frank Martino</i>	<i>4776 5124</i>	<i>0407 731 796 (work)</i>	<i>ingham@transnorthbus.com.au</i>
Stone River Bus Service	<i>Ricky Butler</i>	<i>4776 6210</i>	<i>0429 182 192</i>	<i>rgbutler@bigpond.com</i>