Enrolment Handbook
Welcome to our new students and families. We are so pleased that you have chosen to join our Pullenvale school community. At Pullenvale, we believe learning should be fun, exciting and challenging. We aim to build upon the skills and knowledge your children bring with them to school. We have a caring and committed teaching and support staff that will assist your child from Prep to Year 6. We work together to ensure that our children experience school as a happy and safe sanctuary for learning. We look forward to working with you as your child grows and develops throughout the year. Welcome to the Pullenvale family.
As Principal of Pullenvale State School I am delighted to welcome you to our school. I could not be more proud of our school, the community associated with it and the outcomes achieved by our students.

Nestled within the leafy green suburb of Pullenvale, the school was first opened on the corner of Herron and Haven Roads, on 16 March 1874 with 32 students. Some 107 years later, the school opened at our current location. Since that time our enrolment has grown from 80 students to our capacity of 450. From the start of 2015 we have been granted status as an Independent Public School allowing us greater autonomy to work with our community and create the best learning environment for our children.

Our school is typified by outstanding young students who value their individual development, respect their relationships with their school peers and care for their school environment. Our staff are invested in their students’ development and committed to delivering world quality education through the implementation of the Pullenvale State School Pedagogical Framework. Excellence in academic pursuits is an expectation shared by staff, students and parents alike.

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<tr>
<th>YEAR 3 – Mean (average) Scale Score comparison</th>
<th>Pullenvale</th>
<th>State</th>
<th>Nation</th>
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<tr>
<td>Writing</td>
<td>465.7</td>
<td>405.8</td>
<td>416.3</td>
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<tr>
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<td>433.4</td>
<td>396.5</td>
<td>409.2</td>
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<tr>
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<td>430.4</td>
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<th>State</th>
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<td>494.6</td>
<td>498.2</td>
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<tr>
<td>Writing</td>
<td>498.9</td>
<td>470.2</td>
<td>478.1</td>
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<tr>
<td>Spelling</td>
<td>505.2</td>
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<td>Grammar and Punctuation</td>
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<tr>
<td>Numeracy</td>
<td>513.6</td>
<td>485.9</td>
<td>492.3</td>
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Our wider school community is a wonderful resource and we welcome their educational involvement to assist in providing a holistic approach to each and every child’s development. We are immensely proud of the school Community Engagement Framework that facilitates productive partnerships between key interest groups including the kindergartens, high schools, cluster schools, local organisations, our Parents and Citizens’ Association, the School Council and of course, all of our parents and caregivers.

An ongoing focus on extra curricula activities means that children have opportunities to enjoy a vast array of competitions and gatherings. Listed are a small sample of the activities students enjoy: Chess, Academic Competitions, Opti-Minds Tournament, Readers’ Cup, KidzBiz, Choir, Instrumental Music, Band, Athletics, Basketball, Cross Country, Flag Tag, Football, Netball, Rugby League, 7’s Rugby Union, Swimming, Touch, Volleyball, and Equestrian.

Our aim as educators is to inspire each and every young child to exceed their potential. As a school, we are “Proud to be Pullenvale”. I extend to you a warm welcome to our school community.

Yours in education,

Evan Willis
Principal
Pullenvale lies within a small, shallow valley bound by an arc of rocky hills peaking at Mt Elphinstone. Its eroded valley walls and floor guide Pullen Pullen Creek along meandering pathways to the Brisbane River. The school is situated on land with a strong rural history. This is reflected in the school community today with chickens, vegetable gardens and other rural activities commonplace around the school. We believe it is an idyllic place for children to spend their primary years and there is a strong sense of community that supports the holistic growth of our children.

Our school population rests with our capacity of 450, with 19 classrooms, a welcoming and vibrant resource centre, a refurbished music and drama room and a large covered play area, affectionately known as ‘Fred’s Shed’. We have an extremely dedicated and professional staff, including a Principal, two Deputy Principals, and 19 classes with classroom teachers. The following specialists also support our children: Health & Physical Education (PE), Music, Instrumental Music, Dance and Drama, Japanese (LOTE), Support Teacher: Literacy & Numeracy, Support Teacher: Enrichment, Chaplaincy Program and a Guidance Officer. Teacher Aides, a Business Services Manager, Administration Officers, Facilities and Grounds Staff also provide invaluable assistance to our students.

Pullenvale’s motto – ‘Only Our Best Is Good Enough’ reflects our desire that all students discover their potential and their own particular ‘smarts’.
As a school community, we value and believe that:

- We should respect and accommodate the rights of others.
- A sense of responsibility and caring for self, others and place (the environment) is promoted.
- The school and parents working together with children maximise growth and encourage individual development in all aspects (intellectual, social, physical, emotional and spiritual).
- Children need to develop as responsible, independent learners who are able to solve problems, function as individuals and work cooperatively in group situations.
- Children bring with them a wealth of experience from a wide variety of social contexts and cultures.
- Individual differences and needs are accommodated in a socially just environment.
- Children learn in an integrated fashion through a wide range of experiences and activities.
- The school engages in a curriculum that is relevant to the students and provides the tools to equip students with the basic life skills necessary to enhance personal development.
- Children’s imagination and creativity should be encouraged.
- Learning can be stimulated by supportive classroom climates with adequate and appropriate resources (human and material) that generate positive attitudes to learning.
- Continuing staff professional development is imperative to the dynamism of the school.
- The school environment/grounds reflect the pride of the community. It is essential that the students, P&C and members of the community strive to create a pleasing and stimulating environment.
- The function of the school is to establish the foundations for a lifelong love of learning.
In Queensland, education is compulsory from age 6 years and 6 months to age sixteen.

In 2007 Prep replaced preschool as the first year of school. Children must be 5 by 30 June in the year they enrol. It is not compulsory for your child to attend the Prep year as soon as they are old enough—5 by 30 June in the year they enrol. You can delay their entry by 1 year if you feel they are not ready, but when they start school, they should still start in the Prep year. Enrolments will be accepted up to twelve months in advance of the student’s expected start date.

Due to a rapid rise in enrolments at the school, the Minister of Education introduced enrolment management strategies for Pullenvale State School. This means that only children from within the school catchment and children who already have siblings at the school are automatically eligible for enrolment. Strict criteria exist regarding enrolment of students who are considered ‘out of catchment’. When students are enrolled, parents will be asked for proof of residency. This may be a rates notice or rental agreement.

Proof of age will also be required for sighting for all children being enrolled. In the absence of a Birth Certificate, acceptable alternatives include passport, baptismal certificate, hospital record card or a Statutory Declaration witnessed by a Justice of the Peace.

**Enrolment Documents**

Students wishing to be enrolled will need to submit

- Enrolment Application
- Proof of residency
- Proof of age
- Internet Usage Agreement
- Publicity/Publication Permission Form
- Student Participation in a Chaplaincy Program Form

**Transfers to and from another schools**

Students seeking admission from other schools are asked to bring documentation from their prior school to assist with the transition process. This includes copies of report cards. Families of students leaving the school should advise the Principal in writing as early as possible.

**First Day Procedures**

New enrolments need to report to the Administration Building on their first day, before being taken to the classrooms. Prep students may proceed to their allocated Prep classroom.
## School Term Dates for 2016

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<tr>
<th>Term 1</th>
<th>Term 2</th>
<th>Term 3</th>
<th>Term 4</th>
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<tr>
<td>Monday 25 January and ends Thursday 24 March</td>
<td>Monday 11 April and ends Friday 24 June</td>
<td>Monday 11 July and ends Friday 16 September</td>
<td>Tuesday 4 October and ends Friday 9 December</td>
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<td>Australia Day Holiday Tuesday 26 January</td>
<td>ANZAC Day Monday 25 April</td>
<td>Ekka (Royal Queensland Show) Wednesday 17 August</td>
<td>Labour Day Monday 3 October</td>
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<tr>
<td>Good Friday 25 March</td>
<td>Queen’s Birthday Monday 13 June</td>
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## General Information

### Absence

The *Education Act* requires that a reason be given if children have been absent from, or late for school. We request that absences be reported to the office by 10:00am on the day of absence.

**School Absence Line phone number: 3202 0366**

If this is not possible, a written note or email should be sent to the teacher when the child returns to school. From 2016 parents can also communicate with the school via the QParents service. More information on QParents is provided further in this handbook.

The class attendance rolls are marked promptly at the start of the school day – if your child arrives after 8:45am they are required to obtain a late attendance slip from the office which will also be recorded on their student attendance records.

If a child is absent due to illness for more than two days a medical certificate is required from a medical practitioner. Please also advise if your child has a contagious illness so we may notify the school community of precautionary action.

### Accidents and Sickness

If your child should meet with an accident of a serious nature or becomes ill whilst at school, every effort will be made to contact you. If however, this cannot be done, the Principal will take any necessary action to ensure the wellbeing of your child. This may include the use of the ambulance service for emergency transport.
Attendance
Class attendance rolls are marked promptly at the start of the school day. Please be punctual when bringing and collecting your child. If they are late arriving, they may miss important group time where learning experiences are explained. If a student is late or needs to attend an appointment during school hours, please escort the student to the office, where you will be given an early departure slip by the Administration Officer.

Allergies
Please advise us if your child has any special health issues or allergies. The school keeps a register of all students with allergies. Our staff are trained in anaphylaxis and response.

Appointments and Queries
The school encourages parents to keep up to date with their child’s progress throughout the year. If you have a query about any aspect of your child’s progress you are encouraged to speak to the child’s class teacher. If you need to have a conversation requiring the teacher’s full attention without other students around, it would be appreciated if you could make an appointment. Please do not interrupt the teacher during instruction time, unless the matter is urgent.

If you are unable to resolve an issue by speaking with the teacher, please feel free to contact the Principal/Deputy.

Assemblies
Assemblies are held weekly. Times will be communicated on the website. Their purpose is to share learning, success of students in our school community as well as information for students. Parents/carers are encouraged to attend.

Assessment and Reporting
All class and specialist teachers report formally to parents on the academic and social progress of students at the end of each Semester. Formal parent/teacher interviews are also offered twice a year.

Banking
Student banking is conducted each week with the Commonwealth Bank and coordinated by a parent volunteer. For more information please contact Cathy Maiden 0437 226 900.

Behaviour
Our Responsible Behaviour Plan can be found on the school website. This is explicitly taught to students in classrooms and on school assemblies.

Bicycles
There is a bicycle cage at the top of the school, near the Prep building. If you wish your child to ride to school, please ensure they are maintained in good order and they comply with the law. Students riding bicycles must wear a helmet and bring a chain and lock to secure their bicycle.

Birthdays
Please notify your teacher if you do not celebrate birthdays. Please also discuss with the class teacher prior to bringing ‘treats’ for birthdays or other special occasions.
Booklists
Prep parents/carers will be asked to contribute to ‘grouped classroom resources’ which allow teachers to purchase materials and consumables (e.g. specialised art materials etc.) for the class during the school year. Students in Years 1 – 6 will be given a booklist early in Term 4 each year, which can be purchased online or at your preferred stationery store.

Buddies
Students in Prep will be assigned a ‘buddy’, who will visit with them and look out for them in the ‘Big Playground’ when students start visiting this area. Our experience has been that students form long lasting relationships through this delightful interactive program, which also allows our older students to demonstrate leadership potential.

Chaplain
A Chaplaincy program is an optional service to provide students, staff and parents with support. Chaplaincy services provide an additional adult role model in schools.

A school’s Chaplaincy program complements other support services in the school such as those offered by the Guidance Officer. A chaplaincy service is not a counselling service. Chaplains do not refer to external agencies. Chaplains do report issues of concern to the Principal and the Principal is responsible for external referral processes.

Local community support is required for the continuation of a chaplaincy program to a school. Currently the School Chaplain role is funded 2 days a week through Federal funding and Local Community funding.

The Chaplaincy program is managed by a Local Chaplaincy Committee which meets monthly to organise fundraising events and oversee the programs offered to the school community. Appointments with the Chaplain can be made through the school office.

Child Custody
Where children are subject to custody arrangements it is most important that the Principal be made aware at the time of enrolment or when changes to parental arrangements occur during the year. This is best done in writing so that the school is fully informed of custody and access arrangements. If court orders have been issued, the Principal will ask for a copy to be included in the child files. This helps to protect the child, parent rights and the school.

Contact Details
It is very important to have current contact information, so we would appreciate being notified of any changes in addresses and phone numbers – including home, all work and mobile numbers as well as emergency contact details. This will enable us to make contact quickly if an emergency arises. Changes in information since enrolment should always be made at the office or by email to admin@pullenvaless.eq.edu.au so that our records are up-to-date.
Contact Personnel

Principal  Evan Willis
Deputy Principal  Leanne Stewart (Years P-3)
Deputy Principal  Melissa Fanshawe (Years 4-6)
Business Service Manager  Michelle Mills
School Address  120 Grandview Road, Pullenvale Qld 4069
Telephone  3202 0333
Fax  3202 0300
Office Hours  8:00am – 4:00pm
Email  the.Principal@pullenvaless.eq.edu.au
Email  admin@pullenvaless.eq.edu.au
Home page  http://www.pullenvaless.eq.edu.au

Computers and Technology

Every teaching space in the school is set up with an interactive whiteboard. Our Resource Centre has a class set of laptops in addition to the computer lab in the middle school block. Each classroom has stand alone computers and we have recently purchased iPads for reading/literacy/numeracy activities. Our school enjoys state of the art equipment and an ICT committee to support and train staff. Bring Your Own Device classes have been introduced for years 4 to 6. This program will continue to roll out throughout the school in the future.

Communication - About your child

You can contact your child’s teacher via email or in person if you have any concerns. Detailed sharing of information between your child's teacher and yourself may require making a specific appointment time. Please inform the teacher of any important events in your family life as these can be a major concern or excitement for children and may affect their behaviour.

Communication - general class information

School can be a very busy place with many things happening each day.
Prep – A “take home folder” will be sent home when there are notes or messages to distribute.
In Years 1 – 4, information will be sent home in the homework folder or a diary.
Students in Years 5 & 6 are encouraged to independently manage their learning. They are given student diaries to record information, homework and notes.
More increasingly, teachers use emails to communicate messages with parents. Please ensure the office has your up to date email address so teachers may contact you when required.
Communication - with the school community

School Website  www.pullenvaless.eq.edu.au

The school has a website on which we share information about the school, calendar dates, and newsflashes. We update this regularly. To receive email news, parents/carers should subscribe via the link on the home page of our website.

The QSchools app is a convenient way to receive information from and about schools. The app is designed to integrate with school websites, and allows users to see when news, events and newsletters are posted to their selected school website. The QSchools app will be particularly useful to parents who have students in different schools, as the app manages updates from multiple schools in a single view.

QParents

QParents is a web and mobile application that provides a convenient new way for parents to communicate with the school. As a parent, you can view your child’s student information and also submit changes to some details. The information that can be viewed may include report cards, attendance records and access to invoices and payment details. Parents will also be able to update their child’s details, pay invoices online, and let the school know of changes to normal routine, such as when their child is unwell or has to leave early.

One parent for each student will be nominated as the QParents Account Owner. This parent will receive an invitation to register a QParents account to gain access to the student’s information in QParents.

Communication - Class Rep Email List

Our class rep email list is organised by the P&C. Parents can elect to provide their email address to the class representative who will send out emails on behalf of the P&C. Please note, the school will not provide email addresses to the rep list for privacy reasons. If you would like to be involved you will need to opt in to this service each year.

Complaints Management Policy

Should any member of the school community wish to make a complaint it should be directed in the first instance to the Principal or Deputy Principal. Complaints can be made in writing (including email), by telephone or in person (preferably with an appointment made through the office).

Complaints will be investigated at the first available opportunity and may, if circumstances require, be referred to the staff member/s concerned, or to Education Queensland’s Regional Office, or other government agencies.
Note: The above information is a summary of our processes. The full text of the Education Queensland Policy and Procedures can be found at http://education.qld.gov.au/parents/making-a-complaint.html.

Dogs

Stray dogs found in the school grounds will be reported to the Council for collection.

Emergency Response Procedures

Emergencies lead mainly to two types of response:

- an evacuation of rooms; and
- a lockdown of rooms.

Upon becoming aware of any signals, it is important for teachers/students to act quickly and appropriately. Regular drills will be given to familiarise all with the procedures to be adopted for an emergency situation. The Fire Department recommends that families have a home emergency evacuation procedure established and practised.

Excursions/Activities

From time to time, our classes will be involved in excursions or have special guests come to school that are of educational value and of interest to the children. Consent forms will be issued for your signature. The school uniform is to be worn unless otherwise advised.

Parents/carers are sometimes requested to help supervise on excursions. We do ask that younger siblings do not accompany us on these days as we need our helpers to devote their total attention to the students that they will be supervising.

Please refer to the Financial Contributions section of this document for information about costs and payment terms.

Hats

Parents/carers are advised that the uniform sunsafe hat must be worn because of the health dangers associated with exposure to the sun. Visors and caps are not acceptable. The school rule, “NO HAT NO PLAY” will be enforced. Children without a sunsafe hat will need to stay under cover during play time. Upon purchase, the uniform hat will be embroidered with your child’s surname for easy identification.

Head Lice

Detecting and treating head lice are the responsibility of families. Our school supports families in that role in a number of ways, particularly in providing correct and accurate information. If you require information regarding head lice, please see the office.

Health

a. Medication

An authorised staff member may give oral medication on the completion of a Medication Authority Form. A Medication Authority Form is available from the office or on our website. The instruction for dosage and administration times must be labelled on the container by a pharmacist or doctor. All medicines must be delivered to the office by a parent/carer and will be kept in a secure place in the office. Class teachers are unable to administer medication. Children must not self-administer medication.
b. First Aid Room
The school asks to be notified of any medical problems from which students might suffer. Students are also required to report to their teacher any accident they suffer or anything else that causes them distress. No medical treatment is permitted in the school except First Aid, which is given by qualified teachers and administration staff as the immediate, temporary treatment in case of accident. Staff members are required to complete Incident Reports for accidents of a serious nature.

House System
The School is divided into 4 houses Walker (red), Jagera (orange), Bainbridge (green) and Herron (blue) for participation in whole school sport activities, such as sports day and cross country. Each student is allocated to a house on enrolment. Members of the same family are placed in the same house.

Infectious Illnesses
Children who contract an infectious illness are to be kept at home until they are fully recovered. Parents are advised to contact the school if their children contract any contagious illness eg Chicken Pox.

Children suffering from impetigo (school sores), ringworm, head lice are generally permitted to attend school if adequate treatment has been obtained and lesions are covered.

A copy of the exclusion periods for illness is available at the back of this handbook and on our website. Please familiarise yourself with this document to prevent the spread of contagious illness.

Please do not send your child to school if they are unwell. Where the listed illnesses are suspected by school staff, parents will be contacted and asked to take their children out of school.

Leadership Positions – Year 6
The selection of the School Captains and Vice Captains is made at the end of the school year for the following year. School Captains, Vice Captains, House Captains, Music Captains and other positions of leadership are inducted at a special ceremony during which they pledge to fulfil the duties and responsibilities of this position of honour.

Leaving School Grounds
Students are not permitted to leave the school grounds at any time without being accompanied by their parent/carer. If your child needs to be collected by another adult, please contact the school.

Students will be required to get an early departure slip from the office prior to departure.

Lost Property
Property found lying around the school is placed in the lost property box located in the Amenities block. It is important that all articles of clothing which may be removed during the day (hats, jumpers, raincoats, towels, etc) are clearly and permanently named.

Please encourage your child to look in the lost property box, or you may wish to do this yourself. Any unclaimed property left in the lost property box at the end of each semester is donated to charity.
Lunchboxes

At Pullenvale, we encourage students to have healthy lunches to give energy to their healthy minds. We have two meal breaks each day and a fruit break at 10am. We ask that you don’t pack lollies and chocolates in your child’s lunchbox. Nutrition Australia recommends that a lunchbox contains:

- **A main item**, such as a sandwich/wrap/roll, pasta with vegetables, soup, frittata or sushi.
- **A fruit or vegetable snack**, such as whole fruit, cut up veggie sticks, canned fruit in natural juice, a small salad
- **A second snack based on a core food**, such as reduced fat yoghurt, grainy crackers with reduced fat cheese, plain popcorn, a slice of raisin bread, a wholemeal fruit muffin, a boiled egg or tuna
- **Water** is available at the school bubblers or you may like to send in a water bottle.
- **No nut products are to be sent to school including peanut butter and muesli bars containing nuts**

Messages

Messages must be kept to a minimum to allow our teachers to maximise learning time of the entire class. If you have an urgent message, please contact the office and the message will be passed on to the class teacher. However, there is no guarantee that any messages received after 2:30pm will be delivered to the student before 3pm.

Money, mobile phones and valuables

Parents/carers are asked to carefully monitor the items which students are allowed to bring to school. Generally speaking, expensive items, toys and large amounts of money are to be kept at home. Students must accept responsibility for what they bring to school. Mobile phones must be left at the school office during school time in a bag with their name clearly marked on the front.

No toy policy: While we do not wish to dampen your child’s enthusiasm, we would appreciate toys not being brought from home. **Treasures can be lost or broken!** Please encourage your child instead to bring along his/her work (e.g. a painting, drawing or item of interest including photographs, shells, insects or plants).

Outside School Hours Care - PCYC

Before and After School Care and Vacation Care is available from the Outside School Age Care – PCYC. Separate from the school and managed by the PCYC, families requiring this service enrol with the service directly. Prior arrangement must be made with the coordinator for care to be provided and only those children enrolled in the service will be able to attend.

For more information contact the coordinator on 3202 9104 or pullenvalesac@pcyc.org.au. To enrol visit the PCYC website [https://pullenvalepcyc.hubworks.com.au](https://pullenvalepcyc.hubworks.com.au).

Parking

We all want our children to be safe and to avoid any accidents on the roads around our school. Please note the following:

- The lower car park provides space for parents to park and collect their children.
- The Kiss, Drop, Go area operates at the top of the school. Children will be ready for collection at about 3:05pm. Please note this is a 2 min area and this is enforced by local council and police.
- Walking and carpooling is strongly encouraged.
- The staff car park above the school is for staff usage only between 8:00am and 3:30pm.
- Carers or students with mobility requirements are asked to contact the school so we can make arrangements for you.
- Please remember that whilst we as a school can remind our children and the community about safe practice around schools, the safety of our children is the responsibility of all.

**Resource Centre (Library)**

The Monica Reid Memorial Resource Centre provides a friendly supportive environment for our students. It has access for all classes to computers and a broad range of books and other resources. Each class is scheduled for a regular weekly library session for borrowing. In addition to class time, the Resource Centre is open before school and at first break for general use.

The Resource Centre is fully automated using the Oliver Catalogue System. Children are expected to supply a cloth bag (30cm x 35cm) for carrying books to and from school. Parents/carers will be invoiced for lost or badly damaged books.

**Safety – before and after school**

The safety and well-being of all children in the school is the responsibility of the teachers within the school. On some occasions, teachers plan extra-curricular activities before or after school, and during these periods, responsibility will be accepted.

While it is our desire that school facilities be used as much as possible, parents who send their children to school at an early hour, or allow them to return after dismissal when there is no supervision, put children at risk.

Please arrive after 8:30 am (as far as possible). Morning arrival time before 8.10 am is not permitted unless attending Outside School Hours Care (OSHC) or an organised school event. Students arriving before 8.40 am and not attending OSHC are to report immediately with their bags to the shelter shed on the oval with their school bags. Supervised walking and/or running around the perimeter of the oval will be conducted from 8:10am until 8:40am, when children are dismissed to move to their class to commence instruction for the day. In instances of extreme weather students will be supervised on the library deck. Students will need a water bottle and hat.

After school, a bell will ring at 3:20pm and all students who have not been collected by their parents/caregivers by this time (and not booked in OSHC) are to report to the office to await collection. Children awaiting pick up after 3.30 pm will be directed to OSHC.

**Training/Extra Curricular**

Children may also have sports or musical training commitments before school. These students may report to their activities with their school bags on arrival at school.

**For children accompanied by their parents into school**

All children in parents’ care are to remain with parents, unless they wish to join in the walk and talk session on the oval together.

**School Website**

Parents are requested to check the schools website regularly and subscribe to its email alerts. Please subscribe to the electronic news alerts via the link on the school website homepage [www.pullenvaless.eq.edu.au](http://www.pullenvaless.eq.edu.au).
The school also has a facebook page you may wish to like. Our official school facebook page is https://m.facebook.com/proudtobepullenvale?refsrc=https%3A%2F%2Fwww.facebook.com%2Fproudtobepullenvale.

**Student Council**

A Student Council exists to liaise with the teaching body and to make requests to the school for a common goal. Past requests include sporting equipment and chairs and tables for eating areas. The council members are elected by the student body and these members are from Years 5 and 6. Our student council also sponsors a World Vision child.

**Tuckshop**

Pullenvale volunteers provide tuckshop on Wednesday and Friday each week. The menu is available on the school website and must be purchased online using Flexischools. www.flexischools.com.au. Volunteers are actively encouraged, please see our school website for more information on how you can help.

**Uniforms**

Please see the school website for our new uniform policy and pricelist.

**Visitors’ Register**

When school helpers come to school, please report to the office and sign the Visitors’ Register prior to moving out into the school. Helpers must also sign out at the completion of time in the school. This system helps to ensure a safe environment for students, staff and visitors and assists us in the event of an evacuation.

**Volunteers**

Teachers may invite parents to assist with activities in the classroom. Such activities may include listening to children read, preparing activities, helping with arts and crafts, accompanying a group on an excursion and other such valuable tasks. Volunteers working within our classrooms agree to confidentiality of the students working in the classroom.

All parents and volunteers wishing to participate in working bees, etc need to contact the Business Services Manager to secure a Work Area Access Permit prior to commencing any works at all on school grounds.

We are always very grateful to all our volunteers at Pullenvale.

“Let us remember that as many hands build a house, so many hearts make a school”
All students at Pullenvale are engaged in an exciting range of curriculum experiences that are designed to nurture their understanding and develop numeracy and literacy skills.

The Australian curriculum has now been introduced through all Australian schools to establish consistent "national standards to improve learning outcomes for all young Australians. It sets out, through content descriptions and achievement standards, what students should be taught and achieve, as they progress through school. It is the base for future learning, growth and active participation in the Australian community"(ACARA, 2014) http://www.australiancurriculum.edu.au/.

Students from prep to year 6 study the National Curriculum for English, Maths, Science, History and Geography. Students also study other Key Learning Areas (KLAs) throughout the year, including Technology, Information Communication Technology (ICT), Health and Physical Education (PE) and The Arts.

Pullenvale is one of few schools in the State that offers Languages other than English (LOTE - Japanese) from Prep to Year 7. We also have an Arts specialist who offers Dance and Drama lessons.

An instrumental music program is available to all students including strings (years prep to 6), woodwind, percussion and brass (years 4, 5 & 6). Students also have the opportunity to involve themselves in a vast array of extra-curricular activities, focusing on sporting, academic and cultural pursuits.

Our teachers use the Pullenvale Pedagogical Framework to guide their teaching, a copy is available on our website. They are exceptional educators and just another of the reasons we are Proud to be Pullenvale

The curriculum embraces the following Key Learning Areas:

- English
- Mathematics
- Science
- Technology
- The Arts
- Health and Physical Education
- Geography and History
- Languages Other than English (Japanese)
Bell Times
The school bell is actually a song, which notifies students and staff of play and lesson time.

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:45am</td>
<td>Move to class</td>
</tr>
<tr>
<td>8:55am</td>
<td>Instruction commences</td>
</tr>
<tr>
<td>10:45am</td>
<td>Morning tea</td>
</tr>
<tr>
<td>10:55am</td>
<td>Play time</td>
</tr>
<tr>
<td>11:20am</td>
<td>Move to class</td>
</tr>
<tr>
<td>11:25am</td>
<td>Instruction commences</td>
</tr>
<tr>
<td>12:55pm</td>
<td>Lunch</td>
</tr>
<tr>
<td>1:05pm</td>
<td>Play time</td>
</tr>
<tr>
<td>1:25pm</td>
<td>Move to class</td>
</tr>
<tr>
<td>1:30pm</td>
<td>Instruction commences</td>
</tr>
<tr>
<td>3:00pm</td>
<td>Students are dismissed</td>
</tr>
<tr>
<td>3:20pm</td>
<td>Safety bell</td>
</tr>
</tbody>
</table>

Camps
During the year, students in years 5 & 6 have the opportunity of participating in school camps. Details of these events will be distributed by class teachers. A music camp may also be offered, catering for students who participate in the school Instrumental Music Program (limited to Years 5 & 6). Parents will be advised by their child’s class teacher of any details. Camp fees may be paid in instalments if necessary to ease the financial burden on families.

Extra-curricular activities
We are very pleased to be able to offer students from prep to year 6 a vast range of extra-curricular activities to broaden their interests and skills. Some of these activities attract a participation fee. Students will be invoiced for these activities. Please refer to our Financial Contributions section of this handbook for more information. All planned school excursions are approved by the Principal and endorsed by the Parents and Citizens Association.

Sport
**Interschool Sport:** Students in Years 5 & 6 are involved in the West Akuna interschool sports program. Students travel to various by bus to play other schools in our district.

**Lunchtime Sports:** At various times the lunchtime sports coordinators organise activities for students.

**Representative Competitions:** In previous years our students have represented our school in Flagtag, NRL and Volleyball. These competitions are lots of fun and we also perform very well!

Music
**Choir:** We are extremely proud of our choir who are seasoned performers at both school and community events. Under the expert guidance of Mrs Davidson-Irwin, the students perform classical and modern pieces. Our choir won Gold at Choral Fanfare in 2015.

**Instrumental Music:** Students in Year 4, 5 and 6 are offered the opportunity to learn woodwind, brass and percussion through the school instrumental music program. This program is run by the very talented Mr Damon Lougheed. Strings lessons and piano lessons are also offered through private specialists who come to the school. More details are available at the office.
Band: Our band is made up of our year 5 & 6 students learning instrumental music through the school. Our band performs a variety of pieces that are always well received by the community. Mr Lougheed brings great enthusiasm and experience to band rehearsals. Making music is an important function of our brain and we love to nurture our budding musicians.

Clubs

Chess: We have a thriving chess club at Pullenvale State School with at times up to 70 members challenging each other to a game! Chess is held weekly during first lunch in the library. Over the course of the year we offer lessons, chess ladders and interschool competitions.

Lego and Robotics: Lego and Robotics Club is offered in the library on selected days. Students build Lego and program Robotics kits.

Science Club: Science club operates at first lunch on selected days throughout the year for different year levels. Students participate in fun experiments.

Optiminds: Optiminds is an interesting blend of drama, script writing, performance and knowledge. Teams meet each week in term three to work on challenges.

Student Council: The student council consists of members elected from Years 5-6, along with our school captains. The students listen to our school community for ideas that they would like to see implemented in the school. The student council also run fundraising events to support these initiatives and a World Vision child.

Readers’ Cup: Readers’ Cup students read set books and can be asked any number of questions about the book in an interschool competition. Pullenvale State School has had great success in this competition over a number of years.

Great Mates: Students in our great mates program work with Chappy Josh to achieve growth and development across a vast range of capabilities. They work on activities that encourage respect, leadership, resilience, positivity, humility, generosity and team work.

Homework

All children are expected to complete some school tasks at home. Tasks will naturally vary in type and length according to year level. Parents are advised to encourage their children to develop study patterns by having a set, supervised time for study.

The School Homework Policy can be downloaded from our website.
The Prep Classroom

The Prep Program for English, Mathematics, Science and History at Pullenvale State School is guided by the Australian Curriculum. At Pullenvale, Education Queensland’s Curriculum into the Classroom materials (C2C) forms the basis of instruction in these learning areas. Other Key Learning Area programs are developed in line with the Queensland Early Years Guidelines.

These link to the Key Learning Area Syllabuses of Years 1-10 and are listed on the table below.

<table>
<thead>
<tr>
<th>EARLY LEARNING AREAS</th>
<th>SPECIFIC FOCUS WITHIN THE EARLY LEARNING AREAS</th>
<th>KEY LEARNING AREAS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Social &amp; personal learning</td>
<td>Social learning</td>
<td>History</td>
</tr>
<tr>
<td></td>
<td>Personal learning</td>
<td>Geography</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Health &amp; Physical Education</td>
</tr>
<tr>
<td>Health &amp; physical learning</td>
<td>Making healthy choices</td>
<td>Health &amp; Physical Education</td>
</tr>
<tr>
<td></td>
<td>Gross motor</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Fine motor</td>
<td></td>
</tr>
<tr>
<td>Active learning processes</td>
<td>Investigating technology</td>
<td>Science</td>
</tr>
<tr>
<td></td>
<td>Natural world / environment</td>
<td>Art/drama/music</td>
</tr>
<tr>
<td></td>
<td>Thinking, imagining and responding</td>
<td>Problem-solving</td>
</tr>
</tbody>
</table>

Play is purposeful. In Prep you will see children with building blocks, listening to and telling stories, exploring nature, playing in water, sand and mud and creating with clay, dough, paint and collage materials. These are only a few of the many activities provided which are based on an educational program planned and implemented by the teacher and teacher-aide.

Your child will continue to develop their skills and knowledge through play activities and learning experiences including:

- listening, responding to and giving directions;
- understanding and using language to group sort and describe objects and to communicate ideas, feelings and needs;
- developing literacy and numeracy through a range of learning contexts;
- becoming independent thinkers and problem solvers;
- learning how to co-operate with others;
- developing motor co-ordination skills; and
- participating in real life experiences such as cooking, shopping, gardening.

Travel to and from Prep

Children must be brought to and collected from their prep classroom by a responsible adult known to the teacher. The best time to arrive is around 8:45am. If you are not able to supervise your child before this time you should make alternate arrangements with another adult or with Outside School Hours Care. Children and their families are able to meet outside the Prep area until the bell rings before entering the classrooms. **It is requested that children do not play on equipment prior to and after school.**
Moving on to Year One

The transition from prep to year one is made much easier through the development of school routines, and your child’s knowledge of the school and staff gained through their Prep experiences. Our year one classes are situated in the area in close proximity to our Prep classes and the Prep children will visit Year One classes during term 4.

Religious Instruction

Religious Instruction classes are available at the school. These classes are conducted on various days, depending on students’ year levels.

The faith groups who provide approved instructors to deliver Religious Instruction are:

<table>
<thead>
<tr>
<th>Participating Christian faith group/s</th>
<th>Program/materials of instruction authorised by the faith group</th>
</tr>
</thead>
<tbody>
<tr>
<td>Uniting</td>
<td>‘Godspace’</td>
</tr>
<tr>
<td>Catholic</td>
<td>‘Connect’</td>
</tr>
<tr>
<td>Baptist</td>
<td></td>
</tr>
<tr>
<td>Anglican</td>
<td></td>
</tr>
<tr>
<td>Community Church</td>
<td></td>
</tr>
</tbody>
</table>

Students are allocated to these classes in accordance with the information provided on the enrolment form. This information remains operational unless the parent informs the school otherwise in writing.

Students who are not participating in Religious Instruction will undertake the following activities in a separate location:

- Reading
- Class assignments
- Tasks related to year level curriculum that have already been covered in class

The Religious Instruction Contribution is an annual contribution dependant on student attendees. In 2015 the contribution was $5 per semester ($10 per year). Families that have not given permission for their child/ren to attend Religious Instruction lessons will not be billed. This contribution is to assist the school in purchasing resources for these lessons.

Supporting Individual Students

As many students and their families have unique needs we offer the services of the following support staff who will assist children and teachers with strategies to help them experience success:

- Support Teacher – Literacy & Numeracy
- Support Teacher - Enrichment
- Guidance Officer
- Kidsmatter Committee
- Speech Language Pathologist
- Various Advisory Visiting Teachers for students with disabilities
- English as a Second Language Advisory Visiting Teacher

Children may be referred to these services by teachers, administrators or by parent request during their years at Pullenvale State School. We have a dedicated Student Services Committee who meet
fortnightly to review referral requests and identify how best to meet children’s specific needs. We offer a tailored intervention program, which focuses on the individual needs of students. This is delivered by class teachers, teacher aides and Support Teachers. Should you have any concerns about your child’s progress, we ask that you contact the class teacher in the first instance.

**Specialist Lessons**

Students will access weekly lessons from our Specialist Teachers. They will participate in Music, Drama, LOTE (Japanese) and Health & Physical Education during their time at Pullenvale State School. Please check our website for curriculum information from our specialist teachers.

**Swimming**

Swimming lessons are conducted at Bellbowrie Pool by qualified Bellbowrie Pool staff. Children travel to and from the pool by bus with their class teacher. Currently swimming lessons are conducted in Term 1 for Year 3 and in Term 4 for Year 2. Tuition and transport costs for this program are invoiced.

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**Financial Contributions**

Throughout the year students will participate in a range of activities that support their learning and development. These include sport, music, excursions, incursions, clubs, competitions, online learning tools (eg Reading Eggs and Mathletics) and special events. Participation in these activities may incur a cost and periodic invoices will be issued by email for these costs.

The school has a No Pay No Go policy and we ask that parents make every effort to pay these invoices before the due date set out in the activity permission and consent letter. It is important to note, that unless there are exceptional circumstances and authorised by the Principal, no payments can be accepted on the day of an activity.

Schools are able to charge a fee for:

- an educational service including materials and consumables not defined as instruction, administration and facilities for the education of the student

- an education service purchased from a provider other than the school where the provider charges the school and

- a specialised educational program.

School fees for extra-curricular activities are calculated on a cost recovery only basis, according to the number of students who have indicated their attendance.

**Payment Methods**

BPoint, is an online system that allows you to pay for each invoice via your credit card and is the department’s preferred method of payment. Use of this system means that within 2 days, your child’s payment will be finalised. BPoint details are set out on each invoice.

Payment may also be made by cheque, cash, EFTPOS or Direct Debit.
Please place your cheque made out to Pullenvale State School, or cash, in an envelope labelled with your child’s name and the name of the activity in the red letterbox outside the office. Correct cash is appreciated as change is not available.

For ease of receipting, please include your invoice/s in the envelope. This will be returned to you with the receipt attached.

EFTPOS facilities are available at the office Tuesday, Wednesday and Thursday between 8:00am and 10:30am.

Please do not hesitate to call the Principal, or the Business Services Manager bsm@pullenvaless.eq.edu.au if there any difficulties with invoice payment as alternative arrangements can be arranged.

Voluntary Contribution

Each term families will be asked to consider making a voluntary contribution of $29 per child or $58 per family (two or more children). The voluntary contribution pays for much needed classroom consumables and other teaching aids.

Prep Grouped Resources Contribution

The prep grouped resources contribution is requested in lieu of a booklist. An information letter is forwarded to all prep parents in Term 1 each year with an invoice requesting a small payment. This payment enables the purchase of items such as glue, pencils, felt pens, etc for students for the year.

Refunds

Participation of students in an extra-curricular activity is indicated through payment of the fee and provision of a permission form completed by the parent.

As the school budget cannot meet any shortfalls in funding for an extra-curricular activity due to the subsequent non-participation of a student who had previously indicated attendance of the activity, fees already paid for an extra-curricular activity may be refunded in full or in part or not at all, having regard to the associated expenses incurred and the circumstances of the non-participation.

If a parent wishes to apply for a refund due to their child’s non-participation in an extra-curricular activity, they may do so by making a written request for refund to the Business Service Manager bsm@pullenvaless.eq.edu.au .

It is preferred that refunds be made as a credit against the student’s account at the school, and used to offset any future charges.
Pullenvale State School encourages parents and carers to join our Parents & Citizens’ Association. The P&C is involved in a variety of school activities including financial planning, tuckshop, fundraising activities and school functions. The P&C plays a vital role in our school. The P&C Association is the parent body of the school with various sub-committees that work for special purposes.

The P&C is a forum where the school community can discuss their values, hopes and ideals for the school. Communication between all members of the school community is essential: the P&C, the Principal, teachers, administration staff, students and interested members of the local community.

Meeting Dates
The P&C Association meets at the school on the second Monday of each month commencing at 7:00pm in the Resource Centre. Dates are advised through the website and the school noticeboard.

Parent Class Representative
Class representatives assist in the co-ordination of class activities. Each year a parent volunteers to act as a Class Representative. Parents are encouraged to take an active role in welcoming new parents to the school, assisting the teacher to organise help, monitoring class fundraising functions, being available for school excursions and emailing out information for the P&C.

Social Functions
Every year the school holds a variety of functions, which serve to build our sense of community, as well as to raise funds. This is very much an opportunity for new families to meet other parents. At the start of each year the P&C run a rides night to welcome new families to the school and for current school families to catch up after the Christmas break. An end of year Christmas concert is widely enjoyed by the school community. The school Sports Day is also encouraged as a social occasion with plenty of parent participation. The P&C also has a group of dedicated parents who organise Mothers’ Day and Fathers’ Day stalls where children can purchase small inexpensive presents for family members. Volunteers to assist are always welcome. Activities will be broadcast on the school e-newsletter and on the P&C website.

Projects
Past projects include; extra shading and seating in various locations around the school, improved access and storage for Prep, sporting facilities, such as the netball courts, improvements to the ‘Middle School’ area, including landscaping and classroom refurbishments and computers in the classrooms.

School Council
Further information about the school’s goals can be found in the School Improvement Agenda, on the school’s website. This document was generated with input from various representatives of the school community, including parents and staff.

Website
Details of P&C events and activities may be found on the P&C website www.pullenvalepandc.com.au.
School Motto

‘Only our best is good enough’

Our School Creed

This is our school, let peace dwell here.
Let the rooms be full of contentment, let love abide here.
Love of God, love of mankind, love of life itself.
Let us remember that as many hands build a house, so many hearts make a school.