This booklet is intended to address the major aims, beliefs, attitudes and expectations of our school.

We have a long and honoured history. Springsure State School was among the earliest schools to be founded in Queensland, as is shown by its departmental number 102.

The school was established on March 14th 1870. The first head teacher was John Henry Nicholson, son of an eminent scholar, John Nicholson, who was Ludwig Leichhardt’s first English friend.

1964 saw the establishment of the Secondary Department. At first there was no secondary school building so the Department rented the newly erected R.S.L. Hall to accommodate the pupils. By the end of the year however, the high school was built and such was its progress that at the end of 1968, a new classroom and staffroom were added.

There is a great deal of school pride at Springsure State School and we have a long and distinguished history to live up to. We encourage all of our students to take pride not only in themselves, but also in their school. Springsure State School is a caring, supportive school, with high expectations in school performance, behaviour and dress.

At Springsure State School we aim to foster a spirit of co-operation amongst all involved in the education process. We have the benefit of a wonderful P-10 setting and are able to offer a continuous education path with focus on middle schooling. The students and teachers from Primary and Secondary sectors work together to ensure quality educational outcomes for all students. We promote strong home – school community links to assist in student learning and the early management of issues. By striving to achieve a co-operative approach to learning we can all do our utmost to support each other in providing a quality education for the most important people in our school - the students.

At Springsure, we see ourselves as a learning community. Our curriculum encourages the development of lifelong learning through the development of thinking skills, problem solving skills, literacy and numeracy skills, technology, communication skills and the ability to work co-operatively in a variety of groups. We aim to achieve quality educational outcomes for all students.

Springsure State School’s Mission Statement

At Springsure State School we strive to achieve personal excellence through quality learning partnerships.

This is enacted at our school through the following Vision Statements:

- Deliver quality teaching in a supportive, safe environment where high expectations are embedded.
- Establish and maintain effective relationships with students, parents and community.
- Know student data and use effectively to inform teaching practices.
- Impart a differentiated curriculum, providing quality feedback and valid assessment to build success.
- Engage in appropriate Professional Development opportunities to enhance lifelong learning.
- Appreciate and respect Springsure State School’s culture and traditions.

Together, these support our school motto – **Success by Effort and our Behaviour Mantra**

**BE SAFE**

**BE RESPECTFUL**

**BE A LEARNER**
SCHOOL ORGANISATION

Parade
Parade is held every Friday from 8:55am. At parade, the Australian flag is raised while the school band leads us in singing Advance Australia Fair. This is followed by our school creed. Success by Effort awards are presented and student and school successes are celebrated. Parents and community members are welcome and encouraged to attend any school parades. Special Parades are held throughout the year for ANZAC Day, Remembrance Day and other special occasions.

Advance Australia Fair

Australians all let us rejoice,
For we are young and free;
We’ve golden soil and wealth for toil;
Our home is girt by sea;
Our land abounds in nature’s gifts
Of beauty rich and rare;
In history’s page, let every stage
Advance Australia Fair.
In joyful strains then let us sing,
Advance Australia Fair.
Beneath our radiant Southern Cross
We’ll toil with hearts and hands;
To make this Commonwealth of ours
Renowned of all the lands;
For those who’ve come across the seas
We’ve boundless plains to share;
With courage let us all combine
To Advance Australia Fair.
In joyful strains then let us sing,
Advance Australia Fair

SCHOOL CREED
I salute my flag
I honour my Queen
I love my country

Students and Community
Springsure State School offers Prep to Year 10 education for around 130 students. Springsure is a rural town serving the former Bauhinia Shire. Enrolments depend somewhat on the economic state of the rural and mining industry within our area and fluctuate accordingly.

Curriculum Programs and Delivery
The principles of effective teaching and learning underpin Springsure State School’s educational programs from Prep through to Year 10. The school implements the Australian Curriculum across all Key Learning Areas from Prep – Year Six. There are both core and elective subjects offered in Years Seven – Ten. The core subjects in Years Seven – Ten include English, Mathematics, Science, Health and Physical Education, Humanities and Social Sciences, Japanese (Years Seven and Eight) as well as elective subjects which include: Agricultural Science, Visual Art, Home Economics, Graphics, Learning Technology, Woodwork and Metalwork, Film and T.V. and Performing Arts.

The school’s behaviour management program focuses on the provision of a safe and supportive learning environment. Our Behaviour Management Plan can be viewed on our school website or is available in hard copy from the school office.

Our staff members are highly professional and demonstrate commitment to other staff members, students and the school community. Our staff consists of:

**Administrators:** Principal, Head of Curriculum

**Administration Support:** A02 (Finance & HR) and 2 administration officers

**Teachers:** 5 Secondary, 7 Primary, including Prep

**Teacher Support:** 5 Teacher Aides

**Ancillary:** 2 Janitors/Grounds persons and 2 Cleaners

The teaching staff is a mix of long term staff and teachers who transfer into our school for shorter periods of time (and will seek transfer to other schools in future years). The school is well supported by a Guidance Officer and HOSES (Head of Special Education Services).

**Finance**

Our school P&C is actively involved in contributing to the financial planning for the school. The P&C Association meets on the second Tuesday of each month at 6:30 pm in the Resource Centre. All parents are encouraged to attend at least one P & C meeting per year, which will enable them to have a better understanding of the functioning of the P & C and how they financially assist students at our school.

Parents and community members are welcome to make positive contributions to any area of the school’s operations. This may be by way of helping with classroom activities, swimming, tuckshop assistance or involvement in P&C activities.

Sources of school funds include Education Queensland grants, specific purpose grants, P&C funds, ASSPA and IESIP funds. The school is also a RREAP (Rural and Remote Education Access Program) school.

**Facilities**

The school buildings are a mix of old and new and include a Home Economics and Manual Arts block and a library. All facilities are now air-conditioned. The grounds are attractive with the school oval used extensively by students.

Members of the community and sporting groups are most welcome to use our facilities and premises when not required for school purposes. Permission must first be obtained from the Principal. School Grounds are out of bounds during school holidays, weekends and out-of-school hours without prior permission.

You can obtain permission by contacting the Principal by phone or email at least one week prior to the event. There are no fees associated with the use of our facilities; however you do need to sign an agreement. Due to legal considerations, other persons are not permitted to enter the school grounds out of school time without the Principal’s authorisation.

The school accesses community facilities including the pool, golf course, football grounds, town hall, and town library.

**Enrolment of Children**
Springsure State School welcomes enrolments at any time during the school year. Enrolment packages are available from the school office and can be collected personally, emailed or posted to you.

The Education Act of 2006 states that:

(a) A Principal of a State Primary School may enrol a child in Prep who is under five years of age at the beginning of a school year where such child attains the age of five years by 30th June.

(b) For the purpose of the enrolment of a child, a Principal may require a parent to produce documentary evidence of date of birth of that child. An interview with the Principal will occur at the time of enrolment so that transfer of knowledge about your child can occur. Reports from any previous school should be presented at this meeting.

(c) Parents and students will be requested to sign an Enrolment Agreement upon enrolment. The Enrolment Agreement outlines the responsibilities of students to attend school regularly, parents to support school decisions and schools to work towards building a supportive school environment.

Transfer of Children

Please inform the office of your destination school if leaving, so that we can forward on transfer certificates and other documents.

Absences from School

It is an audit requirement that the parent of an absent student notifies the school by:

1) note or
2) phone (49814366) or
3) visit to front office

Parents must provide the reason for the absence and expected date of the student’s return to school. All absences are entered into the Education Queensland database and recorded on student report cards. Unexplained absences of three days or more will be followed up by school administration either by letter or a phone call. If your child requires an absence of more than 10 days, permission from the Principal is required. A form for this purpose is available from the office.

Attendance

School attendance is compulsory under the terms of the Education General Provisions Act 2006. A young person’s compulsory participation phase ends when the person:-

1. gains a Senior Certificate, Certificate III or Certificate IV: or
2. has participated in eligible options for two years after the person stopped being of compulsory school age: or
3. turns 17 years of age

Money Collection

On occasion students will be required to pay money for costs associated with school activities such as Arts performances, sports, cultural activities and specific class excursions. For excursions within walking distance parents will not be expected to complete consent forms. On other occasions, where required, letters and permission / medical forms will be sent home prior to the event. These forms need to be completed by parent/guardian and returned to the school office by a set date.

When monies are due, they are required to be paid to the class/PC teacher, sealed in an envelope with student’s name, year level and identifying the reason for payment.

Technology

The effective use of technology is vital to the delivery of the Australian Curriculum and as such is an integral part of our school.

Primary and Secondary classes have access to classroom computers. All computers in the school have access to the Curriculum network, and all have Internet accessibility. All students have access to our computer room. This room has networked computers all with Internet access and the ability to share software.

All students in Years 1-10 can have individual access to the Internet, provided they complete the Internet Agreement form, which is included in the enrolment pack and covers the duration of their enrolment at our school. Prep students have a group access which allows them to learn the basic computer skills.

Swimming Instructions
Learn to swim classes for Prep - Year 6 are conducted in Terms 1 and 4. Children in Years 7 - 10 use the pool during the swimming season as part of their Physical Education course. Swimming information, timetables and permissions will be sent home at the beginning of Term 1 and 4 of each year. The permission forms need to be returned prior to your child swimming. Parents are encouraged to consider assisting the PE teacher with swimming, particularly with the lower primary year levels.

Religious Education
Representatives of the following denominations visit the school regularly:
- Catholic,
- Lutheran,
- Anglican
- Springsure Christian Family.
All Religious Education representatives visiting the school have a Volunteer Blue Card and Education Queensland approval, and offer an ecumenical program. Primary students receive Religious Education instruction once a week and secondary students twice per term. Parents will need to fill in the appropriate forms for their children to take part in the lessons. These forms are in the enrolment package or can be obtained from the office on request. Prep students do not participate in Religious Education.

Resource Centre
Borrowing
All students are encouraged to borrow books from our Library. Classes have an allocated time each week for borrowing books. All primary students require a library bag to borrow books from the Resource Centre. Students are asked to return books as soon as they have finished reading them. Students may also exchange their books regularly and not wait until their class visits for the weekly library lesson. Overdue notices are given to teachers regularly. These notices are meant to remind students to return their books.

What can you find in our Resource Centre?
Our Resource Centre collection is made up of several distinct sections eg. Junior fiction, Fiction, Non-Fiction, Reference, Videos, Big Books, and Teacher Reference Resources

Searching our Library Catalogue from home
By logging onto springsuss.cmeweb.libcode.com.au students may use this address to search the Springsure State School Library catalogue.

Computers
A hub of 14 cabled computers, data projector, interactive whiteboard and audio system provide an excellent teaching space for staff and students.

School Newsletter
Our newsletter, The Drum, published fortnightly, is emailed or sent home with the youngest student in each family. Relevant school notices and community items are disseminated to families and community members. This is the major communication link between school and home and we ask that you take the time to carefully read the information therein. The Drum is also posted on our school website each week and a coloured paper copy is placed on the School Noticeboard. Important notices or highlights of our student achievements are also posted on our Facebook page.

School Testing
Students in Years 3, 5, 7, & 9 will sit national testing (NAPLAN) in the second week of May each year in the areas of Literacy and Numeracy. These tests enable the tracking of students' progress through their primary years and provide guidelines for school based decisions about programs and curriculum areas. Copies of students NAPLAN results are sent home to parents.

Semester Reports
School reports are issued twice per year on a semester basis: in First Semester at the end of June and in Second Semester at the end of the year. Secondary students also receive an Interim Report at the end of first and third terms.

Parent – Teacher Interviews
Parent - Teacher meetings are held for each year level throughout the year, usually in Terms One and Three. Dates and times for these meetings are listed in the newsletter as they arise. You can make an appointment for these by calling the school office. At this time teachers will discuss your child's progress and answer any concerns or questions you may have.
The teachers at Springsure State School care about your children’s progress at school and are keen to discuss any problems/difficulties students might be having. Please contact your child’s teacher to arrange a mutually convenient appointment time to discuss any issues from the classroom.

**Classroom Requirements**

A booklist is provided to all families at the end of the year or to new families as a part of the enrolment package. These lists are also available on the school website. Our lists of classroom requirements are given to our local newsagency and they endeavour to order in the required stock. Springsure State School is a great supporter of local businesses and trust that you will consider supporting our local newsagency for the purchasing of your child’s classroom requirements.

**Homework**

Most children will have some homework to do each night. This gives the student a chance to revise and consolidate what has been taught and to gauge his/her understanding of a concept. Children often like to share their home tasks and other activities with their parents.

Completion of homework is an expectation we have of all students. Amounts and types of homework vary depending on year level, student ability and subject type. Homework expectations will be discussed by individual teachers at parent meetings held early each year. If children are unable to complete revision and consolidation tasks at home, students will be given the opportunity to complete these tasks at school. At Springsure SS we have a Homework Policy. This policy can be viewed on our school website or a hard copy of available from the school office.

**School Dress Code**

The School Dress Code is available at Appendix 1 or can be viewed on the school website.

**Wearing of Hats**

Springsure State School has in place a Sun Smart policy in conjunction with the Queensland Cancer Council. This policy can be viewed on our school website. Due to the high incidence of sun cancer in Queensland, students are required to wear a royal blue broad brimmed or bucket hat* while playing outside on the oval and surrounds. The school’s policy is “NO HAT NO PLAY”.

*Hats are available for purchase from the office or as part of the uniform order.

**Uniforms**

Springsure State School P & C Association runs the uniform shop and has a volunteer uniform shop convenor. Uniform order forms can be obtained from the school office or from the school website. Uniforms are available for order at all times by leaving the completed order form at the office. You will be notified when your uniforms are ready for collection. Uniforms must be paid for at the time of collection, by cheque (made payable to Springsure SS P & C) or by the correct cash. (No EFTPOS is available for uniform purchases).

**Lost Property**

All possessions should be clearly named. Lost property is available for your inspection and is kept in a wooden box under A Block (Primary Building) Labelling your children’s clothing will enable quick identification. Any unnamed items left uncollected at the end of each term will be donated to charity.

**School Photos**

School photos are taken yearly, usually at the end of Term Two by MSP Photography, Rockhampton. Dates for school photos are listed in the school newsletter and payment / order envelopes are sent home during the week prior to the photo day.
**Sports**

We have two sports houses at Springsure State School. Students are allocated a ‘sports house’ on admission to the school. Family members are allocated to the same sports house. Sports houses are: MITCHELL (Green) and LEICHHARDT (Yellow). Our school holds three interhouse carnivals each year – Swimming, Athletics and Cross Country. All students from Prep to Year 10 are expected to participate in these days. Depending on results from these carnivals, students aged 10 and above may be selected then to represent our school at District Sport Carnivals for swimming, athletics and cross country.

**Speech Night**

Speech Night is an annual celebration of the students’ achievements for the year as well as the Graduation Ceremony for the Year 10 students. It is always held on the second last Friday night of the school year in the Town Hall commencing at 7:30 pm. All students, except Year 10 students, are involved in class performances and recognised for their academic and sporting achievements.

**Tuckshop**

The school tuckshop operates on Friday at both breaks. The tuckshop is run purely by parent helpers and is a major fundraiser for our P & C. At the beginning of each term a tuckshop menu is sent home to all families. The menu is also available on the school website or from the tuckshop on Fridays. The procedure for ordering is:

- Brown paper bags are used to order tuckshop (one bag for each break)
- These bags are to be completed by the parent/carer with the child's name, class and order with money enclosed in a plastic bag. You will also need to indicate which break – 1st or 2nd.
- Students are to place the bag (for both lunches) in the container for their year level provided outside the tuckshop.

**Extra-Curricular Activities**

Students in all year levels can become involved in a range of extra-curricular activities including academic, sporting and cultural. These include Sports (Tennis, Rugby League, Touch Football, Netball, Swimming, Cricket) the school band or choir, and Student Council just to name a few.

**Sports**

At various times throughout the year, students aged 10 years and over have the opportunity to take part in team / individual sports trials. These trials are usually held after school and, if selected, the participants may go on to represent Springsure District at a particular sport. Information and permission forms are sent out prior to the events.

**Educational Excursions**

Excursions and field studies form an important part of the school curriculum and most students would be expected to be involved in these during the year. A small charge to cover transport costs is usually involved and parents will be asked to complete a permission form for each trip undertaken. Should there be financial difficulties within the family, please contact the Principal so that arrangements can be made for the student to still take part in the excursion.

**Student Council**

Students are given the opportunity to have input into school decision-making processes through the Student Council. Two representatives from Years 4 - 10 are elected by their peers to represent their classes on the council. Meetings are held regularly at lunchtime.

**School Camps**

Every four years students in Years 7 – 10 may have the opportunity to participate in a Ski Trip to the NSW snowfields. Offering the camp on a four year cycle ensures all secondary students have the opportunity to attend once. Year 6 students may have the opportunity to celebrate finishing primary school by participating in the Year 6 Camp to Brisbane /Canberra. Both camps usually occur in the last week of Term 3 and costs are minimised by extensive fundraising and RREAP funding.
School Band/Instrumental Music/School Choir

Springsure State School boasts both a Junior and Senior Choir, recorder band, Guitar Jam - Junior and Senior, and a modest instrumental music program consisting of one flute, two saxophones, three clarinets and two trumpets which are loaned out to participating students for the duration of their instruction or until they purchase their own instrument. The instrumental music program runs fortnightly and students receive instrumental music instruction in class time. On the alternating weeks, students utilise one of their lunch time sessions for a lesson.

Arts Performances

Approximately four times a year, for primary students, Arts Link presents performances from travelling artists. These performances are carefully selected with regards to quality and suitability and are all approved by Education Queensland. A variety of other performances also take place with costs being subsidised by RREAP (Rural and Remote Education Access Program).

Service Charge

Although there are no tuition fees, families may be called upon to meet a variety of service charges during the year.
(a) Bus Fares. The cost of transport to sporting and cultural events is shared among the students using the hired bus.
(b) Cost of admission to cultural activities.
(c) Secondary Textbook Resource Hire Scheme as outlined in the Secondary Student Requirements List (given to students separately).
(d) Subject Levies – for Secondary students who chose to do subjects that attract extra costs.

Secondary Textbook Resource Hire Scheme

Springsure State School operates a Resource Hire Scheme for students in Years 7, 8, 9 and 10, which has the approval of our P&C Association. The purpose of this scheme is to ensure that all students have the necessary resources for their education, and to save parents/caregivers considerable time, money and inconvenience in the need to purchase text books and materials for the subject areas of The Arts, Home Ec/Food Studies, Manual Arts and Computer Ed. The cost for this varies each year. More information will be provided upon enrolment of a student in the secondary year levels.

Children’s’ Health

Dental Clinic

The School Dental Service provides free dental care to all children. A qualified dentist and nurse visit Springsure annually to provide dental care. No treatment is provided without parental consent. The School Dental Service provides oral health care universally to children from four years of age to those who have not yet completed Year 10. The majority of treatment is carried out by dental or oral health therapists who are highly trained and skilled in dentistry for children. More specialised treatment may be carried out by the dentist who also advises parents with respect to orthodontics or other dental specialties. The school office will advise parents when the school dental service will be visiting.

Head Lice

The occurrence of head lice is the most common insect infestation in humans throughout the world. In Queensland, infestation occurs mainly in children of primary school age. It is as much a social issue as a health or educational issue, and the way that it is approached can have significant influence on a student’s emotional, social and educational development.
We ask that parents:
(i) regularly inspect their child's head to detect the presence of lice or lice eggs;
(ii) regularly inspect all household members and treat them if required; and
(iii) notify the school if their child is affected, and advise when treatment has begun.
(iv) exclude their children from school until treatment occurs. With proper treatment, the period of exclusion may be as brief as one day.
Current information on recommended treatment is available from Queensland Health, the local pharmacy or doctor.

Illness and Accidents
If a child is sick during school hours, they may be offered resting time in the office before parents are notified to collect the child. If a child is hurt during school hours, minimum first aid will be rendered (ice pack or band aids). In the case of a serious accident or sudden severe illness, every effort will be made to contact the parents of the child concerned, and an ambulance will be summoned to apply first aid, and where necessary, transport the child to hospital. Parents are requested to keep their Emergency Contact Details up to date each year to enable the school to take appropriate action.

**Dispensing of Medication**

School staff members are **not permitted** to administer medication, prescription or over the counter, to students. There are strict departmental guidelines, which must be adhered to regarding students who require medication during school hours. In the event that your child requires medication during school hours the following process must be followed:

1. Your child must have seen a doctor and been prescribed medication. Springsure Medical has the forms for the doctor to complete. Once these have been signed by the doctor and yourself, you will need to send in the form and the medication (in original package with chemist sticker attached) to the school office.

2. The office staff will then place the medication in a secure place and complete the necessary registers for your child to receive the medication.

3. **NO** non-prescribed medication will be given – this includes analgesics such as paracetamol, cough medicines, eye drops etc. (i.e. over the counter medication). This is in accordance with Education Queensland policy.

If your child has severe allergic reactions or asthma, please discuss this with office staff at the time of enrolment as a different process applies.

On behalf of our school, staff and students, we welcome your child and your family to Springsure State School and look forward to your involvement, co-operation and support during your child’s educational journey.