



Prenzlau State School



WELCOME TO PRENZLAU

We welcome you as members of a team who have the overall development of your child as its greatest priority. Our school is an integral part of the community and we regard education as a three-way process involving teacher, parent and child. A constructive and positive partnership between parents and teachers is vital to the success of our children. We need to work together and to support each other to maximise our children's development and learning.

The information in this booklet will assist you to make your child's settling in period and progression positive, constructive and joyful.

To ensure that your child gains benefit from the opportunities offered at our school, we ask you to consider carefully the following:

- Think of Prenzlau State School as **your** school and take pride in your association with the school community
- Familiarise yourself with the information in this booklet
- Maintain regular contact with our school through involvement in school activities
- Work in **partnership** with the school to foster the academic, social, emotional and physical development of your child. Together we are a team.

We hope that you will have a long, happy and rewarding association with Prenzlau State School. We look forward to working with you in developing a productive and supportive partnership to support our students.

Yours Sincerely,



Jo Odorici
PRINCIPAL
Prenzlau State School

DIRECTORY

ADDRESS: Prenzlau State School
357 Prenzlau Rd
PRENZLAU QLD 4311

PHONE: (07) 5425 7333

EMAIL: admin@prenzlauss.eq.edu.au



2023 STAFF:

Jo Odorici	Principal and Teacher
Mrs Stacey Hawkins	Business Manager
Mrs Georgina Melville	Teacher
Mrs Carlie Phipps	Teacher
Mr Martin Salmon	Teacher
Ms Emily Viney	Arts Teacher
Mrs Sharon Cassidy	AUSLAN Teacher
Mr Adam Sullivan	PE Teacher (Thursday)
Mrs Karen Lehmann	Teaching Assistant
Mrs Beth Vaughan	Teaching Assistant
Mrs Rachael Wait	Teaching Assistant
Mrs Kim Burn	Cleaner
Mr Herb Truloff	School's Officer

PLEASE ADVISE US IMMEDIATELY:

- If you change your address
- If there is a change in your emergency contact number
- If your child will be collected from school by someone else
- If any significant changes occur with regard to your child's health
- If you feel we should know of any other changes which relate to your child

ENROLMENT

Children must turn five by 30 June in the year they intend to commence Prep. When enrolling your child in Prep, a birth certificate (or copy) **must** be sighted by the school. Early entry to Prep is on approval of the Principal.

Families enrolling children in our school need to complete the following forms: other forms may arise as needed

- Catchment Eligibility
- Enrolment Forms
- Internet Agreement
- Media / Website / Movie / Transport Agreement
- Student Resource Scheme Agreement
- Code of Conduct Agreement
- Medical/Medication forms if required

ATTENDANCE

Regular attendance at school is of benefit to your child. If for some reason he or she cannot attend, or if you know your child will be away, notification to the school is required by 9.00am by a parent or carer. Notification needs to be placed through the **Absence Form on our school app**.

EMERGENCY CONTACT



Please supply the school with two **alternative** contact names and telephone numbers. If we need to contact you and you are unavailable, this will be the next point of call. Please ensure that this contact has a different telephone number than yours. Also, please advise the school should your address, telephone number, alternative contacts, any family matter, medical or physical condition of your child, changes. It is **imperative** that all these details are kept current.

SCHOOL HOURS

School commences at 8:40am each day and finishes at 2:45pm. There is no supervision for students before 8:15am.

ARRIVAL TIME

Children are not permitted on school grounds before 8.15am. From 8:15am, students are allowed to play with their friends at the handball court, in the tennis court or on the oval. At 8:30am, a bell rings and students then sit on the concrete or outside their classroom until the 8:45am bell, where they line up in preparation for class. Should you wish to remain on school grounds supervising your child/ren you are to wait with them at the Parent Pick Up/Drop Off point until the bell. Parents are asked to leave the school grounds upon hearing the 8.40am bell.



AFTER SCHOOL

The end of the school day bell rings at 2.45pm where students and parents are expected to promptly depart the school grounds. All play areas and equipment are out of bounds after 2.45pm.

ACCIDENTS

If your child has:

- superficial wounds, they will be treated by one of the school's First Aid Officers.
- injuries requiring expert medical attention, you will be contacted as soon as possible.
- if you are unavailable, your emergency contact will be called OR an ambulance will be called.
- any injury requiring urgent attention, an ambulance will be called immediately
- ANY injury to the head will result in the school contacting you immediately

NATURE PLAY

At Prenzlau State School we believe that children can derive tremendous benefit from taking part in regular nature play and learning outside of the classroom. This can help to bring many school subjects/areas of development alive as we focus on real results and consequences. For that reason, the outdoors can have a significant impact on addressing areas specifically in the Early Years Learning Framework as well as all areas of the Australian Curriculum. Nature play also provides experiential opportunities allowing children to respond positively to challenges and responsibilities, to manage risk and to cope with change. Active outdoor learning and frequent nature play readily develops the learning skills of inquiry, experiment, feedback, reflection, review, communication, problem solving, an enterprising attitude and cooperative learning – to name only some of the benefits.

BICYCLES

Children may ride their bicycle to school if parents wish. The wearing of bicycle safety helmets is compulsory in Queensland. All bicycles must be stored and locked in the racks provided.

SCHOOL REPORTS

Reports are issued at the end of each semester to keep you informed of your child's progress in both academic studies as well as learning and social behaviours. Results are derived from cumulative records, our internal monitoring system, completion of assessment tasks and observations. We seek to hold mid-semester interviews with all parents at the end of term 1 and at the end of Term 3. Student work samples are shared with parents and progress is discussed. Parents are welcome throughout the year to arrange a meeting with teachers, to discuss their child's progress.



BOOK CLUB

Throughout the year our school offers children the opportunity to purchase material through the Scholastic Book Club. Leaflets detailing available books are distributed approximately eight times a year.

BEHAVIOUR (see The Student Code of Conduct)

LOST PROPERTY

All possible care is taken with children's clothes. By having **ALL** garments – particularly hats – clearly named, locating correct owners is made easier. All items that are not claimed are kept at school under the Admin building for that school year and then they are sent to a charitable organisation.

MEDICINE

From time-to-time parents request that we administer medication to their children during school hours. Parents are required to complete a 'Consent to Administer Medication' form together with relevant instructions. Forms are available at the office.



The Education Department has directed that medication should only be administered in cases where parents have provided:

1. Written authorisation detailing the type of medication, the purpose, dosage, and frequency for which the medication is to be applied

AND

2. Clearly labelled medication containers/packages which provide a doctor's/ pharmacist's validation of the medication to be administered.

SCHOOL UNIFORM – See Student Dress Code for detail

Boys -

- SPORTS: Royal blue shorts, royal blue, aqua and white collared school polo shirt, above ankle white socks, mostly black footwear and royal blue school hat.
- FORMAL: Checkered collared school shirt, royal blue shorts, above ankle white socks and all black school shoes.

Girls –

- SPORTS: Royal blue skirt, shorts or skorts (available for purchase with school emblem), royal blue, aqua and white collared school polo shirt, mostly black footwear, above ankle white socks and royal blue school hat.
- FORMAL: Checkered school dress, above ankle white socks and all black school shoes.

Winter Uniform – Suitable warm plain royal blue clothing can be used in the cooler months; winter clothing includes royal blue tracksuit pants, jacket or jumper. We sell a school jacket and track pants. Girls may wear tights during winter – dark navy blue or black. Students may wear a skivvy/undershirt provided that it is white or royal blue **ONLY**. School jumpers/jackets must be **plain royal blue with no insignias/logos other than the school logo.**

PARENTS AND CITIZENS' ASSOCIATION (P&C)

This body in the school performs a very important function. Many of the facilities provided in the school have been supplied by the P&C. Meetings are held one per month usually on a Wednesday night commencing at 6pm at school. Actual dates and times are advertised on our Facebook page and on the school app and calendar. The Annual General Meeting is held in term 1 and office bearers for the year are elected. Your support for this essential body is urged as your help ensures its successful operation. Simply request a P&C membership form at the office and join us!

PARKING

Parents are asked to park at the front of the school and or in the lower car park visitor's spaces. Please be respectful of staff and avoid these parking spaces. Please ensure the safety of all of our students and drive at a sensible speed. If parked across the road, we would appreciate you crossing the road to pick up your children from the front gate or supervise their crossing of the road. Students in Year 4 and older may cross the road independently.

PARENT PICK UP/DROP OFF point

To ensure noise is kept to a minimum around classrooms and the administration building we require parents and carers to wait for their children in our designated pick up/drop off point. All students know they must walk to the front gate/car park gate or pick up point and wait **until their parent/carers has arrived before they leave the school grounds**. Parents may choose where to meet their children – pick up/drop off point on school grounds, front gate or car park gate – parents and carers are not to wait near classrooms or under admin please.

LEGAL CUSTODY

In some instances, the custody of a child enrolling at the school has been in dispute before the Courts. It is necessary for a parent to advise the Principal if there is a custody order currently covering access to a child. The Principal will discuss the case confidentially with the parent to clarify conditions for each case. A current copy of the Court Order must be supplied to the school.

HEALTH

If your child is ill, he or she is better to remain at home until recovery has been made.



HEAD LICE are always a concern in small schools. Every parent must take responsibility for ensuring head checks and possible treatment when head lice notes are sent home. If your child has head lice please ensure immediate treatment and contact the school. Treatment and helpful tips are available from the office. A note will be sent home when a case is identified. Diligence from every family is vital.

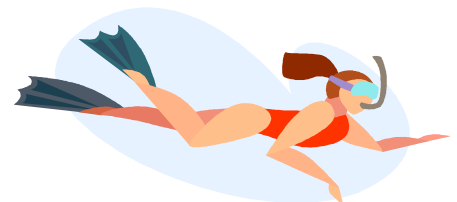
INFECTIOUS DISEASES

The Education Office Guidelines stipulate exclusion expectations for infectious diseases: - Visit the Education Queensland website (infectious diseases) for more information.

DENTAL VAN VISITS - On occasion, our school may be visited by the Department of Health Dental Van. If parents agree, their child's teeth are checked and parents are notified of any dental work that is required. This work is then generally carried out by the visiting dentist. This is a free service.

SWIMMING

A swimming program is usually organised in Term 1 for all year levels as part of the Health and Physical Education curriculum. The students are taught by qualified swim instructors. The cost is subsidised by Education Queensland and the P&C Association.



Parents need to pay the balance of the total payment. Long hair is to be tied back and a swim cap is compulsory, no jewellery is to be worn, and children are to wear swim shirt/t-shirt and one-piece togs/bathers and goggles for all swimmers.

Please note that swimming is part of the school curriculum and all children are expected to attend these lessons. If for some reason your child is not able to participate in swimming, the school must be notified.

SPORT

Our school is part of the Western Ranges District and BVSSSA District Sports. Our students always excel in sports and we provide every opportunity for students to represent our school in all sports. We openly encourage active participation in sport and fitness at Prenzlau – active bodies equal active minds.

LIBRARY

Reading is core business at Prenzlau and the key to success at school. Our library is our pride and joy. Our students are encouraged to read every day and are instructed on the good care of books. Your assistance at home also helps, as younger children can damage books. If your child loses a book, it is his/her responsibility to try and find the book. Library bags are essential for borrowing library books. Please ensure that your child returns any books that they have borrowed on Library Day. Books may be re-borrowed. If library books are lost, it is expected that the family reimburses the cost of the book so that it can be replaced. A school library bag is included in our Student Resource Scheme. Home readers are sent home with some classes and individual students.



PERFORMING ARTS, LOTE - AUSLAN

We have specialist teachers who teach lessons each week. Our students are provided with wonderful opportunities to expand their sporting and cultural experiences.



INSTRUMENTAL MUSIC

Each week the instrumental music teacher visits our school to conduct music lessons for students in Years 4-6 interested in playing a band instrument. The school has several instruments that students may borrow for the year.

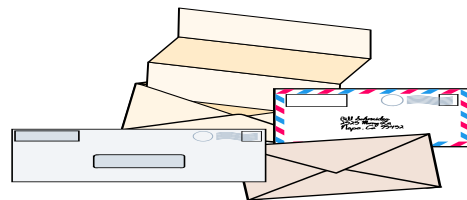
TECHNOLOGY

Prenzlau State School firmly believes that our students, who are 21 century learners in a digital world, must be computer literate, and be aware of how to use computers and mobile devices as tools in their day-to-day living. Students use devices in a variety of ways (word processing, simulation, creating, research, drill and practice, and so on). The school has Internet access and children use the Internet for work in virtual learning environments. Please ensure that you have regular discussions with your child/ren around appropriate computer etiquette and cyber safety. Please ensure you have signed the Prenzlau State School Internet Agreement.



RETURN OF NOTES or Monies

Please ensure that notes/monies are returned to school promptly. If a note is not returned, it most often means that a staff member will need to call you. There is a “Notes/Monies” white locked letterbox in the school office for children to place all returned envelopes (eg. Book Club, Excursion).



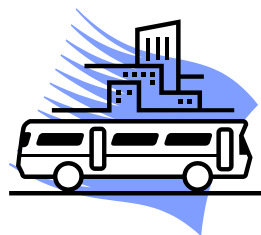
HOMEWORK – Students are assigned homework on a weekly basis. The weekly homework serves multiple purposes such as reinforcement, practice, extension, responsibility and time management and communication. The amount of homework assigned is age-appropriate.

STUDENT RESOURCE SCHEME

Our school offers the service of purchasing all of the children’s stationery and equipment. In return, parents pay a levy per year, per child depending on the year level. Student Resource Scheme payments can be made on the Pupil Free Days at the beginning of the year and an agreement form needs to be signed. A regular payment plan during term 1 can be organised in consultation with the principal. When students run out of items during the year, we automatically supply them with new items.

EDUCATIONAL TOURS

All excursions organised through the school have an educational basis involving introductory lessons before the tour and follow-up sessions upon their return. Safety requirements are stressed on all trips. Costs are kept to an absolute minimum. Sometimes, we may rely on parents for transport. **All students must be in school uniform unless otherwise specified.**



EDUCATION SUPPORT

The school provides support and enrichment opportunities to support students. We have a regular Guidance Officer who works at Prenzlau one day per week. The Guidance Officer is available to assist with detailed testing and other issues affecting children’s learning. Parental consent is sought before any student can commence work with our Guidance Officer. A Speech Language Pathologist, Occupational Therapist, The Behaviour Team, Autism QLD and Advisory Visiting Teacher Inclusion are also available for student support when required.

PERSONAL ITEMS

Toys – Toys are not to be brought to school due to them possibly being stolen, lost or broken!

Money – All money collections to be handed in at the office.

Jewellery - Earrings: one set of small sleepers or studs, watch

No make-up or nail polish is to be worn. The office has nail polish remover and if a student wears nail polish to school they will be asked to remove it.

for detail

See Student Dress Code

EMERGENCY Procedures

We have emergency procedures in place for any emergency situation that arises e.g. fire, bomb scare etc.. an alarm is sounded over the loudspeaker.

A lockdown occurs if a high risk situation arises on school grounds eg. suspicious person etc...a continuous song is played over the loudspeaker.

Drills are practiced regularly and students are aware of procedures. Our Emergency Evacuation meeting point is in the corner of the oval near the water tank.



WORKING BEE



Our small, rural school relies on the contribution of our parents in maintaining our picturesque school grounds and providing our students with every opportunity that a big school would offer. We are always looking for parents to help out with our Working Bees on occasion.

WE NEED YOU 😊

SCHOOL STREAM APP

We subscribe to an app called School Stream. You download the app for android or apple, search for our school's name and then you will receive an approval from us to allow you to engage with all of the important updates and info related to our school. You can even do digital signatures on forms and input any absentees by phone, tablet or computer. Our school uses paperless communication modes.

FACEBOOK

At Prenzlau SS we take pride in all that we do. We love to showcase what goes on here and that includes the day-to-day happenings, special events, student achievement and community notices and sharing. We don't publish full names; it is usually just pics or video. You are required to sign consent for social media use in our school as we use the school stream app (closed school families only), and Facebook (public platforms). We believe social media keeps you informed more than ever before and we love to share how amazing our school is!

PARENT-SCHOOL PARTNERS

As a Prenzlau parent... we value your input and support in your child's education. From reading to your child, parent-teacher meetings, sending notes to let us know any important news, sending birthday celebrations, helping transport students to events and providing a lending hand in working bees and fundraisers – every contribution counts. **Your interest** in your child's education is integral to their efforts and attitude toward their education. We value our parents and the wonderful support you give to our school.

Any questions or concerns please phone or make an appointment to see the Principal –
Thank You