Comet State School
‘Aim High’

School Information Handbook
2014
COMET STATE SCHOOL

SCHOOL DIRECTORY

PRINCIPAL: Miss Kellie Dobson

ADMINISTRATION OFFICER: Ms Terry Moy

SCHOOL ADDRESS: Off Capricorn Highway COMET 4702

POSTAL ADDRESS: Off Capricorn Highway C/- Post Office COMET 4702

SCHOOL PHONE NUMBER: (07) 498 45142

SCHOOL FAX NUMBER: (07) 4984 5105

SCHOOL E-MAIL ADDRESS: the.principal@cometss.eq.edu.au

OFFICE HOURS: 8:00 am - 4:00 pm

SCHOOL HOURS: 9:00 am - 3:00 pm

BRAIN BREAK: 10:00 am - 10:05 am

MORNING TEA: 11:00 am - 11:40 am

LUNCH: 1:15 pm - 1:45 pm
WELCOME

Welcome to Comet State School. The information in this booklet is designed to assist you and your child settle into our school life. We welcome you to also visit the school when possible.

Comet State School is proud of its long history within the town and of its active parent and community participation.

The school is of modern design and is set in very attractive grounds. The school has an extensive range of resources and is well equipped with audio-visual equipment and modern teaching aids. The spacious school grounds feature an adventure playground, a cricket net, tennis court/basketball court and library.

To ensure that your child gains most benefit from the opportunities offered at our school we encourage you to take pride in your association with the school and to work in partnership with the school to foster the social, physical, emotional and academic development of your child.

Comet State School Staff

SCHOOL STAFF

Principal & Year 3 to 7 Teacher Miss Kellie Dobson
Prep to Year 2 Teacher Miss Breanna Sawtell
Administration Officers Ms Terry Moy
Teacher Aides Mrs Jenny Lucas &
Mrs Kym Ash
Groundskeeper Mrs Belinda Monds

ADDITIONAL SPECIALIST SCHOOL STAFF

Arts Teacher Mrs Marg Minns
Physical Education Mr Jeff Harcourt
LOTE Pak Joseph
OUR SCHOOL MOTTO

“Aim High”

OUR MISSION STATEMENT

‘To create a positive and effective learning environment so that the natural potential of each child is nurtured.’

OUR BELIEF STATEMENT

We believe that for the Mission Statement to succeed, learners need to be willing to learn, be co-operative, express ideas and interests freely and openly and gain competence in basic literacy and numeracy skills.

Teachers should endeavour to be receptive to new ideas, develop a good relationship with the community, parents and students, be encouraging and positive and cater to individual needs of children.

Our school will endeavour to provide a positive and secure environment, be welcoming and open, communicate effectively any new initiatives and access community resources - human and material.

The community should endeavour to be willing to participate in school functions, be aware of the needs of the school, be caring and supportive and participate with school staff in the decision making process.
### SCHOOL CALENDAR For 2014

<table>
<thead>
<tr>
<th>Term</th>
<th>Dates</th>
<th>Length</th>
</tr>
</thead>
<tbody>
<tr>
<td>Term 1</td>
<td>Tuesday 28 January - Friday 4 April</td>
<td>10 weeks</td>
</tr>
<tr>
<td>Term 2</td>
<td>Tuesday 22 April - Friday 27 June</td>
<td>10 weeks</td>
</tr>
<tr>
<td>Term 3</td>
<td>Monday 14 July - Friday 19 September</td>
<td>10 weeks</td>
</tr>
<tr>
<td>Term 4</td>
<td>Tuesday 7 October - Friday 12 December</td>
<td>10 weeks</td>
</tr>
</tbody>
</table>
ENROLLING YOUR CHILD IN THE PREPARATORY YEAR

The Preparatory (Prep) Year is the first year of school for your child. It is a non compulsory full-time program that runs five days per week, usually from 9am to 3pm each day. Your child is expected to attend full-time to get the most from the Prep Year. Age is the only criterion for enrolment in the Prep Year for Queensland children. Your child must be five by 30 June in the year they enrol in Prep. To find out when your child is eligible to enrol in the Prep Year, see the table below:

<table>
<thead>
<tr>
<th>Child born 1 July 2004 to 30 June 2005</th>
<th>2013</th>
<th>2014</th>
<th>2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>Child born 1 July 2004 to 30 June 2005</td>
<td>Yr 3</td>
<td>Yr 4</td>
<td>Yr 5</td>
</tr>
<tr>
<td>Child born 1 July 2005 to 30 June 2006</td>
<td>Yr 2</td>
<td>Yr 3</td>
<td>Yr 4</td>
</tr>
<tr>
<td>Child born 1 July 2006 to 30 June 2007</td>
<td>Yr 1</td>
<td>Yr 2</td>
<td>Yr 3</td>
</tr>
<tr>
<td>Child born 1 July 2007 to 30 June 2008</td>
<td>Prep</td>
<td>Yr 1</td>
<td>Yr 2</td>
</tr>
<tr>
<td>Child born 1 July 2008 to 30 June 2009</td>
<td>Prep</td>
<td>Prep</td>
<td>Yr 1</td>
</tr>
<tr>
<td>Child born 1 July 2009 to 30 June 2010</td>
<td>Prep</td>
<td>Prep</td>
<td>Prep</td>
</tr>
</tbody>
</table>

Contact the school for enrolment information. Please note that it is not a compulsory requirement for your child to complete the Prep Year prior to their enrolment in Year 1 as the Prep Year is not compulsory. Hence you can choose not to enrol your child in the Prep Year even if they are of Prep age. However, please be aware that compulsory schooling begins when your child turns 6 years and 6 months. This generally means that your child should be enrolled in Year 1 when they turn 6 years and 6 months. Please also be aware that the Prep Year is designed for preparing children of appropriate age to commence compulsory schooling in the following year.

NEW ENROLMENTS

The Principal is required to sight proof of age (birth certificate) before admission. A parent or legal guardian is required to accompany new pupils and fill out an admission form.

AFTER HOURS CONTACTS

It would be appreciated that all matters concerning school are dealt with during school office hours, which are 8:00am to 4:00pm weekdays during the school term. For after hour emergencies, please contact the Principal.
ALLERGIES
If your child has any allergies, please make sure it is recorded in the medical details section of their enrolment form. We will make every attempt possible to cater for their requirements.

We currently have students at the school with severe allergies to wasp stings. As a school we are prepared and ready for students with severe allergies. We also ask, that if you require your child to have medication at school, that a permission form is signed by a general practitioner.

ARRIVAL/DEPARTURE
Children should arrive at school at a reasonable hour, preferably not before 8.30 am. Mornings are important preparation times for teachers and it is difficult to supervise children who arrive before this time.

After school, children are to be collected or make their way home as soon as possible. There is no supervision for children after school and children are requested not to play in the school grounds after this time.

ASSEMBLY
Assembly is held Monday at 9 am. On some occasions, we may have school assemblies to welcome guests and/or present special awards. Details of such assemblies will be made known in the newsletter. Parents are welcome and encouraged to attend assembly and participate in these events.

ATTENDANCE
Except for sickness, medical, dental appointments, etc, pupils are required to attend school each day. When absent from school for extended periods, students can miss key learning concepts taught in their absence. In the event of absence from school, notification in the form of a note of explanation or a phone call is expected.
BEHAVIOUR MANAGEMENT
We encourage all children to develop their own internal behaviour management monitors. We believe in positive reinforcement and reward students with positive praise, gestures or smiles for doing the right thing. It is the school culture to learn and to behave appropriately.

There are some instances, where students may be reminded of the rule and choose to disobey it. On these occasions, students will be given ‘time out’ to enable them to 1. Cool down and 2. Reassess the appropriate behaviour. If these instances are frequent, parents will be called for a case conference to discuss appropriate measures.

BOOK CLUB
From time to time, the school gives the students the opportunity to purchase books through selected book clubs. Order forms will be attached to the school newsletter. The school receives free books for the library based on the amount of books purchased. Therefore, your purchase of quality books also means more books for our school library.

BIRTHDAYS
Birthdays can be celebrated by bringing a cake and relevant number of candles to school to share with the other children at first lunch.

CLOTHING
If you think your child may require a change of clothing to be left at school, please leave a set of named clothes in a drawstring bag with the school staff. We will be at all times discreet if an accident does occur.

TECHNOLOGY
Comet State School has an excellent student: computer ratio, which exceeds Education Queensland requirements. Students are given structured technology lessons utilising the Interactive Whiteboard and individual computers to promote typing, navigating and research skills.

The computers have programs in place, which prevent students from accessing prohibited sites. You will be required to complete an Internet agreement form to give permission for your child to use computers at school.

CONSENT FORMS
For any activities or excursions outside the school, parents must sign and return the consent form. Consent forms will usually be distributed with the school newsletter. Your promptness in returning these forms is appreciated.
CONTACTING TEACHERS
The teachers can be contacted on the school phone (07) 4984 5142.
We would ask that it be used only for messages or important matters during school hours (9:00 – 3:00pm) as the staff are busy teaching.
We are always happy to talk to you about your child’s progress. This is best done by arranging an interview, timetabled for the morning or afternoon.

END OF YEAR CONCERT
Our school holds an end of year concert towards the end of fourth term. At the concert, the students are involved in the performance and presentations are made for Outstanding Achievements throughout the Year.

EXCURSIONS
From time to time during the year, the teachers will organise outings of educational interest. Education Queensland requires written permission from parents before a child may participate in such outings.
Excursions are only possible with the assistance of parents.

FIRE DRILL
Well documented procedures are practised at regular intervals throughout the year to ensure prompt and orderly exits from school buildings. The Emergency evacuation point is located on the grass between the school and Principal’s residence. Please take the time to familiarise yourself with these procedures in case you are in the school at the time of a drill.

HEALTH POLICIES
Teachers or teacher aides may give oral medication, provided it is given strictly in accordance with instructions given by the student’s medical practitioner and requested by the parent in writing. Administration of medicine will be recorded.

Children who need medication (puffer and inhalers) require written permission at the beginning of the year & instructions from the Doctor.

All cuts, sores and open wounds should be covered and treated before children come to school. We would advise you to keep your child home if they are unwell. This prevents spread of illness throughout the students and teachers.

If your child becomes unwell at school, we will rest your child and contact you so the child can be taken home. In the event of an emergency, an ambulance will be called and you will be contacted immediately. A member of the school staff will accompany your child in the ambulance.
Please ensure that your telephone numbers are current at the office at all times

HEALTH EXCLUSION TABLE - INFECTIOUS DISEASES

<table>
<thead>
<tr>
<th>DISEASE</th>
<th>PATIENT SHALL BE EXCLUDED FROM SCHOOL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mumps</td>
<td>For at least 14 days after the onset of symptoms.</td>
</tr>
<tr>
<td>Chicken Pox</td>
<td>For at least 7 days after the beginning of the illness AND until the last lesion has healed/dried.</td>
</tr>
<tr>
<td>Scabies</td>
<td>Until all evidence of the disease has disappeared.</td>
</tr>
<tr>
<td>Measles</td>
<td>For at least 7 days after the onset of rash or until a medical certificate of recovery is produced.</td>
</tr>
<tr>
<td>Impetigo (School sores)</td>
<td>Until appropriate treatment has commenced. Sores must be covered with watertight dressing. If a large number of sores are present and cannot be covered easily, must remain at home until healed.</td>
</tr>
<tr>
<td>Whooping Cough</td>
<td>For 5 days after starting antibiotic treatment.</td>
</tr>
<tr>
<td>Ringworms</td>
<td>Until appropriate treatment has commenced. Must be covered with ointment or dressing.</td>
</tr>
<tr>
<td>Head Lice</td>
<td>Until condition is treated with a suitable commercial preparation. Hat, pillow cases, sheets also need treating.</td>
</tr>
</tbody>
</table>

HELP IN THE CLASSROOM
Parental help is invaluable in the classroom. Parents are encouraged to become involved where possible. We like to use the skills you have, so that you feel comfortable. We always need helpers for reading groups, maths, etc. If you are willing to help, however big or small, please contact the school.

HOMEWORK
Children in Years Prep - 7 will be given homework on a weekly basis. Homework will consist of Spelling, Reading, Mathematical and English exercises. Homework and home readers will be given out on a Friday/Monday and collected on a Friday.

Please note: If you feel your child has made a legitimate attempt with the homework activity, but cannot do it, please instruct him/her to leave it and inform the teacher the following day. It is not the school’s intention to have children labouring over homework for hours.

JEWELLERY
Jewellery is not to be worn to school. Suitable sleepers, studs and watches can be worn.
LIBRARY

Our library contains a considerable number of books in both the fiction and non-fiction areas. The children are acquainted with the various types of literature and are taught required skills for the usage of resources and reference books. We encourage all children to borrow from both our library and the Emerald town library whenever possible. Library bags, such as the students’ red ‘Home Reading’ folder is essential for borrowing to protect library borrowed books.

Should a book become lost or damaged the charge will be at replacement value.

LOST PROPERTY

Parents should ensure that all property is clearly marked. Parents are welcome to inspect lost property at any time. Any lost property that has not been claimed at the end of the school year, will be donated to charity.

LUNCH

There will be two lunch breaks each day plus a small brain break at 10 am. Sufficient food is required for meal times. Research has shown that a brain requires healthy food and lots of water to function at its optimal performance. Lunch is asked to be of a nutritious nature. Please note the following when packing your child’s lunchbox.

- A simple rectangular lunchbox is best as it is stored in the fridge for freshness.
- Provide food in gladwrap or packets that children are able to open.
- Include a spoon if needed.
- Try to avoid food that is high in fat and sugar. We would prefer that chips, lollies and chocolates are not included in the lunchbox.
- For lunchbox ideas or suggestions, please see the school staff.

Please note students have the use of a pie warmer and microwave at the school. The students may choose to bring their lunch item, wrapped in alfoil and clearly named, and place it in the pie warmer at the beginning of the day. Tuckshop is also available on Fridays.

NEWSLETTERS

A parent information newsletter is published once a week. The newsletter contains details of upcoming events and what we have been learning about in the classroom. It is an important means of school-home communication and parents are encouraged to read it each week.

A community newsletter is published each month. If you have any articles to include, please give them to Miss Sawtell or email blsaw0@eq.edu.au
PARENTS/CARERS – HOW CAN YOU HELP?

- Educating a child is a partnership between the school and home. So that we can understand their needs and help your child reach their full potential, we encourage you to share information about your child with us. Children’s behaviour can be markedly affected by additional excitement or stress. It always helps if we are informed. Of course, this information is always confidential.
- Chat with your child about what they are doing at school.
- Visit the classroom for a brief chat or to take part in daily activities or special events.
- Encourage your child to take responsibility for organising themselves (eg their bedroom, their lunches etc.)
- Read together and talk about a range of everyday genres such as menus, signs, magazines, catalogues, receipts, bills.
- Make available a range of containers and materials for measuring eg water, grain, sand.
- Involve your child in family activities that investigate mathematical ideas – cooking, setting the table, matching socks.
- Provide junk material for craft and imaginary activities such as shopping and construction.
- Allow children to complete their homework and projects independently and to seek help from the teacher if required.

PAYMENT
Please ensure all money is sent to school in a named and labelled envelope and placed in the basket provided in the office.

P. & C. ASSOCIATION
The P & C Association meets on the second Tuesday night of each month. The assistance of this association is invaluable and helps for closer cooperation between the school and the community. All parents and community members are welcome to attend.

PROFESSIONAL DEVELOPMENT
The teachers and teacher aides will be absent from time to time as they attend professional development, to help them better meet the needs of the students. At these times, a Supply Teacher will be used.
REPORTING
Evaluation of your child’s progress occurs progressively throughout the year. Learning is a partnership and it is vital that you know where your child is at. In an endeavour to gain maximum benefit from reporting the following procedures have been adopted.

<table>
<thead>
<tr>
<th>Month</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>June/July</td>
<td>Report Card and Parent/Teacher Interview</td>
</tr>
<tr>
<td>December</td>
<td>Report Card and Parent/Teacher Interview</td>
</tr>
</tbody>
</table>

Please note: The teachers are happy to discuss your child’s progress at any time throughout the year. Please make an appointment, so teachers can be relevant information at hand.

SCHOOL BUS
For information in regard to the school bus please contact Russell Catip.

The bus arrives at school at 8.35 am and departs at 3.05 pm. A timetable can be obtained from the school office if required.

ADVISORY VISITING TEACHERS
Advisory Visiting Teachers – Other visiting teachers (eg Speech-Language, Gifted and Talented, Guidance Officer, Occupational Therapists) will visit the school by appointment to assist teachers with their preparation and planning for students with special needs in the classroom.

SUN PROTECTION
In view of dangers of overexposure to powerful UV rays in Queensland and in compliance with SunSmart and Workplace Health and Safety Policies, students are required to wear a hat and encouraged to apply sunscreen for all outdoor activities.
Please ensure students bring a hat to school each day, as our school policy is - NO HAT, NO PLAY.

SWIMMING
Swimming instruction is organised for all children in Terms One and Four. Details regarding swimming will be included in the school newsletter. Students will need to wear a swim shirt and goggles are often useful to prevent sore eyes. The school hires trained instructors to teach the students.
**THINGS FROM HOME**
Toys from home can get lost or broken at school, so it saves a lot of time and concern if these are left at home.

Children are encouraged to bring any type of interesting specimen or object such as rocks, shells, flowers etc to enrich the science program.

Crafty objects that the children have made, photographs of special events, items from overseas etc are welcomed for group sessions.

**TRANSFERS**
A school transfer certificate is required when a pupil transfers from the school to another school in the state (State School only). Please give adequate notice of a transfer so that all school records can be assembled in time to be sent with you to your child's new school.

**WORKING BEES**
To assist in keeping our school beautiful, the P&C committee coordinate working bees as required.

**TUCKSHOP**
School Tuckshop is organised by the Comet Shop on Friday, first break, at 11 am. A Tuckshop menu is available at the school.

Please place your order on a paper bag, clearly labelled with the student’s name and order details. All orders are to be received at the school on Thursday. If you have already submitted your tuckshop and your child is unexpectedly absent, please contact the shop to cancel the order.
UNIFORMS
It is requested that all students wear the correct uniform. Undoubtedly, the wearing of a school uniform builds school pride and respect in our appearance. School uniforms and SunSmart hats are available for purchase from the P&C.

**Girl’s School Uniform**
T-shirt – Red and Black Comet School shirt (available from P&C)
Shorts - Black
Black shoes, white socks
SunSmart Red broad brimmed hat (available from P&C)
Long hair tied back or clipped off the face.

**Boy’s School Uniform**
T-shirt – Red and Black Comet School shirt (available from P&C)
Shorts - Black
Black shoes, white socks
SunSmart Red broad brimmed hat (available from P&C)

**Winter Uniform**
Comet School shirt with Red or black tracksuit

**Girl’s Sports Uniform and Boy’s Sports Uniform**
As per Girl’s and Boy’s School Uniform
Handwriting Chart – Queensland Print

Aa Bb Cc Dd Ee Ff Gg Hh Ii Jj Kk Ll Mm Nn Oo Pp Qq Rr Ss Tt Uu Vv Ww Xx Yy Zz