

Prospectus 2021



The Best
Little
Country
School in
Town

Dundula SS



Principal's Welcome

Dear Parents and Community,

Welcome! I hope that your family enjoys the learning opportunities provided within the Dundula State School community. I encourage and welcome your participation. The support and encouragement you can offer to your child and the school can greatly contribute to learning outcomes.

This information booklet contains details of many aspects of our school's organisation. Please understand that our school practices are subject to continual review and change in response to the needs of our students. However, I believe you will find this booklet as a useful beginning to help you understand our school's procedures.

The details covered in this Prospectus are important and need to be read by continuing parents as well as new parents. It will assist us, and you, if you revisit the Prospectus to see if it answers the questions that arise from time to time throughout the year.

Should there be any questions that are not answered by this booklet, be assured that the staff and I will be only too happy to make ourselves available to you personally or by telephone. If you have any further questions about our school, please do not hesitate to contact the school by phone.

The school phone number is 07 4952 8333. The school mobile number is 0408820025.

We invite you to join our Dundula SS Facebook Page to help you to keep up with what's happening in and around the school.

We wish you all the very best for the year and look forward to your involvement and suggestions.

Yours sincerely,

Trudy Large

Principal





Vision Statement

To provide a safe, supportive environment in which our students are empowered to become active independent learners.

Staff



Dundula is a great school based on positive partnerships between staff, supportive parents, community members and enthusiastic students. We maintain a happy, safe and secure environment that nurtures learning by continuing to work together. It is only by working together that we can provide our students with an excellent education.

Our staff is made up of the Principal, Administration Officer, Classroom Teachers, Specialist Teachers, (LOTE, PE, MUSIC), Special Needs Teacher, Learning Support Teacher, Teacher-Aides, Speech Language Pathologist, Cleaner, Groundsman and Chaplain.



If at any stage you wish to meet with any staff member, please contact the school so an appointment can be arranged for you. If you wish your child to access any additional support services we require you to make contact with the Principal to discuss any concerns and to make a request for the appropriate forms.



School Times

1st Session	8.50am - 11.00am
First Break	11.00am - 11.40am
2nd Session	11.45am - 1.15pm
Second Break	1.15pm - 1.40pm
3rd Session	1.45pm - 3.00pm

Parade 2:30pm Friday
Reading Club / Numeracy Club

8.30am - 8.50am Monday, Tuesday & Thursday

Arrival at School

In the interests of safety and supervision, children should not arrive at school prior to 8:30am. No responsibility is taken for children arriving at school prior to this time.

Leaving School Grounds

Children are not permitted to leave the school grounds before school or during recess periods unless a written request from a parent or guardian is received.

Playground Duty

Students will be supervised from 8.30am, and during the two lunch breaks. Those students who catch a bus will be supervised from 3pm to 3.45pm. Those students travelling by car are expected to be collected by 3.05pm.

School Parking

Parking is available in designated car parks spaces on Cooks Lane and Main Street. Parents should park their vehicle and collect children from the school gates. This is for the safety of all children. Please observe line markings and do not park in designated Bus Zones. Please be patient and courteous as our students' safety is of the utmost importance.



Student Code of Conduct

The school's 'Student Code of Conduct' sets out clearly the expectations for behaviour at Dundula State School. It also clearly sets out the consequences for inappropriate behaviour. At Dundula State School, we have zero tolerance for bullying.

There are three overarching school rules and these rules have been agreed upon and endorsed by all staff, families and our school P&C. They are aligned with the values, principles and expected standards outlined in Education Queensland's Code of School Behaviour.

- 1. Be Safe**
- 2. Be Responsible**
- 3. Be Respectful**

These three overarching school rules relate to all areas including, the classroom, the playground, buildings and when waiting for buses and/or parents collection in the afternoons. Our school's 'Student Code of Conduct' also outlines acknowledgement of good behaviour, in the form of Good One Certificates and Student of the Week Awards.

Parents and caregivers are welcome to collect a copy of our school's 'Student Code of Conduct' publication from the school office at any time.



2022 Calendar



Department of Education

2022 School calendar Queensland state schools

DECEMBER 2021	JANUARY 2022	FEBRUARY	MARCH	APRIL
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School terms	School holidays	Public holidays	Staff professional development/student free days
Schools open to supervise vulnerable students and children of essential workers	Year 11 and 12 remote learning	Part public holiday after 6 pm	

Semester 1, 2022 commences for teachers on 20 January, for Year 11 and 12 students on 31 January (with remote learning for 1 week) and for all other students on 7 February 2022.

STAFF PROFESSIONAL DEVELOPMENT DAYS

Staff professional development days for teachers are 20 and 21 January, 13 and 14 April and 2 September 2022. Schools are able to decide when they undertake the required hours for professional development for the flexible days, as long as they are on the flexible days, in the school holidays or out of school hours.

PUBLIC HOLIDAYS

Queensland public holidays are set by the Industrial Relations Minister.

Public holidays for local show days are not shown due to diversity of dates across the state.

FINAL DATES FOR STUDENT ATTENDANCE

18 November is the final date for Year 12 attendance for receipt of a Senior Statement. 25 November is the final date for student attendance in Years 10 and 11.

Some schools in regional, rural and remote areas will close for the summer holidays on 2 December.

The information in this calendar was correct at the time of publication but may be subject to change.

For more information and the latest version of this calendar, visit

www.education.qld.gov.au



Queensland
Government



Attendance

Regular attendance at school maximizes your child's learning outcomes. Parents and caregivers are requested that the school be notified of a child's absence by note, email, text or verbally, preferably by 9:15 am on the day of absence from school. At Dundula, EVERY day matters! There are a number of ways that this will assist us at the school.

It is a parent's responsibility to:

- ensure their child arrives at school or their educational program on time every day
- ensure their child attends school or their educational program every school day
- minimise disrupting their child's school day so their child has the best opportunity to learn
- contact the school prior to any planned absences
- provide an explanation, if not beforehand then within 2 days of the student's return to school, each time their child is absent from school, this may take the form of:
 - > a medical certificate
 - > a written explanation containing the student's name, dates and reasons for absence
 - > a verbal explanation to the school through either a phone call or visit to the school
- ensure their child follows the school's recommended processes and procedures for late arrival and early departure and that a parent signs a child in when they arrive late and signs a child out when they leave early.
- notify the school if their child will be late using the school's recommended communication processes, this may take the form of:
 - > accompanying the child to the school
 - > phoning the school
 - > providing the child with a signed and dated note

At the end of each semester Attendance Awards are issued at Assembly.

Contacting the School

School address:	Dundula State School 1 Main Street Bakers Creek QLD 4740
Telephone:	07 49 528 333
Mobile:	0408 820 025
Fax:	07 49 528 300
Email:	theprincipal@dundulass.eq.edu.au



Curriculum

The school provides tuition in all the curriculum areas:

- English
- Science
- HASS
- LOTE
- Mathematics
- Technology
- The Arts
- Physical Education and Health

Significant emphasis is placed on Literacy and Numeracy and every endeavour is made to continually enhance the quality of teaching and resources, to improve the monitoring of student development. The effective liaison between our school and each child's home is imperative of each child's potential. To this end, we actively encourage parents to participate in their child's schooling. Our expectations of student performance at Dundula State School are high. We wish every child to achieve his / her optimum potential.

Enrolments

Prep to Year 6 enrolments will be accepted all year round.

Excursions

Children participate in a variety of educational excursions for social, cultural, academic and physical purposes. Parents will be notified of the excursion and the costs involved as soon as possible. Parents will be required to complete a permission form before their child participates in any excursion. Students may be excluded from excursions as per the school's Student Code of Conduct.

Fire Drills & Lock Downs

These drills occur throughout the year. Their occurrence is designed to be a surprise, thus ensuring the children and staff know their role should an emergency arise. The first drill for the year will not be a surprise but rather an introduction to the procedure for the new children at the school.



Newsletter

Our newsletter is a great way of keeping in touch with what's happening in our school. We use it to inform parents of upcoming events and other important information – so it is vital that you take the time to read it. We also use it to celebrate the work and achievements of our students, staff and community. The newsletter is published fortnightly and sent home with the youngest student in the family. The most recent newsletter is also published on our school website. If you would like something included in the newsletter please send it to the school office.

Prep

Being a P-6 campus, Dundula State School offers Prep full time and it is recognised as the official first year of schooling. Prep children attend school every day from 8:50am – 3:00pm in full school uniform. In their first year of schooling, Prep children will learn to take on responsibilities, become more independent, respect and co-operate with others, make healthy and safe choices, develop their physical skills, their oral language and understanding of literacy and numeracy. Furthermore, they will learn how to be thinkers and problem solvers, use their imagination, care for the environment and develop a positive attitude to school and learning.

Children in Prep will investigate, talk, plan, design and make things, sing, dance, paint, listen to stories and play games inside and outside. They will climb, jump, balance, plan and share, participate in make believe play, use computers, take part in everyday experiences, write and copy, construct things and reflect upon what they do. Prep offers a whole new world of exciting things for children to see and do in a happy and caring environment where children develop at their own rate to meet their potential.

Religious Education

Representatives from the local church groups provide a weekly ecumenical lesson to all classes (except Prep). Parents need to sign a permission form stating if they would like their child to be involved in religious instruction lessons.

Reporting



Formal Report Cards are issued twice per year at the end of each semester. These student reports are generated using a state-wide reporting system called OneSchool. An opportunity to meet with the teachers to discuss your child's achievements will be offered each semester and an open invitation to arrange a time to talk with teachers is in place throughout the year. We would hope that you take an active interest in your child's education and keep informed on their progress throughout the year. It encourages children if they know their parents are interested in how they are going at school.

School Uniform

All children are encouraged to wear the school uniform. The wearing of school uniforms gives children a sense of security when they become a member of a group much larger than their family. It also promotes a positive image for visitors to the school and reduces competitiveness as children do not have to compare fashions. Wearing a school uniform is good training in self-discipline for many children who will attend secondary school with strict uniform codes.

The school uniform readily identifies children when they travel to neighbouring schools, go on educational excursions or attend public functions, making control and supervision easier, and creating favourable impressions which reflect on the school. The uniform is the most cost effective and equitable way of dressing children for the rigours of the school day.

The uniform is as follows:

Summer:

- Polo Shirt with school logo
- Navy blue polyester cotton drill shorts or Navy blue skirt or skort
- White ankle length socks
- Black school shoes / joggers
- Navy broad brimmed hat

Sports:

To be worn on the day of HPE lesson and also to any school sporting event within our Cluster

- Polo House shirt with house colour (yellow or purple)
- Navy blue polyester cotton drill shorts or
- Navy blue skirt or skort

Swimming:

- Full piece swimmers (girls)
- Togs or board shorts (boys)
- Sun shirts are essential (boys and girls)

Winter:

- Navy blue tracksuit pants
- Navy blue sweatshirt or school zip-up jacket
- Navy broad brimmed hat

Children who do not have a wide brimmed hat must remain under the school buildings in the shade. A hat is essential for outside play and activities.

All uniform pieces are available through the 'Direct Embroidery & Uniforms' Shop at 92 Nebo Road (Fourways) Phone: 07 4914 2744

ALL items must be clearly named. While every effort will be made to care for named property, no responsibility will be taken for unnamed property.

Hair & Jewellery

Students need to keep long hair tied back for hygiene reasons. The only acceptable forms of jewellery to be worn are sleepers or earring studs and plain watches. For safety and security reasons, we ask that all other jewellery be left at home.

Administration of Medication

We consider Medication to be any medication which is prescribed for administration while the student is at school.

Operating Principles:

1. Before any medication can be administered, parents or guardians must make a written request to the principal.
2. Parents should provide daily medication only in the original container which has specific instructions from the chemist.
3. A staff member will take the responsibility of administering the medication.

The school will not administer aspirin or paracetamol unless the parent or guardian has followed the above procedures.





Infections Diseases & Head Lice

If children have contracted communicable illnesses such as measles, mumps, flu etc. they should be kept home for the duration of the required quarantine time. A special check should be kept by parents of such things as school sores and head lice. Children will be sent home if eggs or lice are present to ensure control of head lice and students can be brought back to school once their hair is free of head lice and eggs. A head lice notice will be sent home with every student to try and control an outbreak.

Injuries & Illness

On occasions it is possible that children may be injured or become ill during school time. In these circumstances every effort is made to contact the parent. Parents are requested to ensure that emergency information is updated when any changes occur. In the event of an emergency an ambulance will be called. A staff member will remain with the child until a family member arrives.

Parents & Citizens Association

The P&C Association meets at the school monthly. The P&C Executives are elected at the Annual General Meeting which is held prior to the first P&C meeting of the year. All parents are very much encouraged to take an active part in the association and the functions it organises.

Please contact the school if you wish to speak to any member of the P&C Executive.

School Facilities & Equipment

If you wish to access school facilities or equipment please contact the Principal or the P&C Executive (a small fee or refundable bond may be charged).

Student Leaders

Student Leaders are elected each year from the Year 6 cohort of students. Our school captains, sports captains and student leaders take on a number of roles throughout the year that provide leadership opportunities as well as opportunities to add to the life of the school.



School Photos

Each year school photographs are taken and are available for parents to purchase. Notices will be sent home prior to photo day.

Tuckshop

A tuckshop runs each Wednesday first break and hot dogs are available for purchase on Fridays. Menus are updated and sent home regularly. Volunteers are appreciated. Home Bake Day is Thursday. Staff and students are rostered on to bring in-home baking.

Homework Policy

Teachers are required to set homework that is varied, challenging and directly related to class work and appropriate to students' learning needs. Teachers check homework regularly and provide timely and useful feedback. They are also required to discuss with parents and caregivers any developing problems concerning their child's homework and suggest strategies to assist with their homework.

Homework guidelines emphasise helping students establish a positive routine of regular, independent study, without going overboard.

Prep to Year 3

During the early years of schooling all activities at home or in play can assist children to develop literacy, numeracy and problem-solving skills.

Homework tasks may include:

- daily reading to, with, and by parents, caregivers or other family members
- linking concepts with familiar activities such as shopping, preparation of food, local environment and family outings
- conversations about what is happening at school
- preparation for oral presentations
- opportunities to write for meaningful purposes.

Years 4 to 6

During the middle years some homework can be completed daily, over a weekly or fortnightly period and may:

- include daily levelled and independent reading
- cover a range of different learning areas
- include extension of class work, projects and research.

Book Club & Book Fairs

The Scholastic Book Club is conducted throughout the year.

A wide range of books on many topics and suited to all reading ages are offered at reduced prices regularly throughout the year. The children will receive order forms containing information about books suitable to their reading level which parents are able to peruse and order from at their own discretion. Each year Dundula State School holds a Book Fair during Book Week where a display of books will be set up that you may purchase. A commission is paid to the school for each book purchased which is in the form of resources for our library.

Family Information & Updates

Events in family life, such as illness, new babies, loss of a loved one or pet, sibling rivalry and visitors can be a prime source of excitement or concern for children, and so affect their behaviour at home and/or at school. It is important for the home and school to share information that may affect children, and we would appreciate if parents/guardians would inform us of any unusual happenings of this nature.

Under the above heading we also include any change of family details, for example address, home telephone number, family mobile phone numbers, emergency contact telephone numbers, medication changes. These are vitally important pieces of information that **MUST** be kept up-to-date in our school records. In addition, should there be changes in family circumstances such as separations, divorces, if there is are court custody documents or domestic violence orders, the school must have up-to-date copies of these documents for our files.



School Profile



REGION: Central Queensland
SECTOR: Primary

LOCATION CODE: 1779
YEAR LEVELS: P-6

Dundula State School is located in the Central Queensland Region and services the community of Bakers creek, Bakers Creek South, Bakers Creek North, Ooralee Waters, Cuttersfield Estate and adjacent new developments currently under construction. The school celebrates its 100th anniversary in 2022, having been established in 1922. This will be a major celebration for the school where a time capsule will be opened along with the usual activities surrounding such celebrations. A committee was formed in 2019 to begin planning for this event.

The community is home to the local meatworks and a selection of small businesses, on one side of the highway and new residential allotments on the other side of the highway. A new shopping centre has just been built in the area alongside a variety of small shops and service providers.

The P&C Association are very active and there has been an increasing interest in school support from community members.

The school offers a curriculum program ranging from Prep to Year 6 with a heavy focus on Literacy and Numeracy evident in all learning areas. Smart Moves is an integrated part of our curriculum along with Health and Physical Education, Music and LOTE (Year 5-6 only).

The student community consist of students whose interests are closely related to academic achievement, science, sport, technology and their environment. Whilst our student's abilities vary, they are all very motivated to learn and succeed.

Particular features of the school include a modern library and conference room, 6 teaching areas, Arts Room, Music Room, covered area for sports and parade, yarning circle, cricket pitch, tennis court, resource room, administration office and tuckshop. There are two covered play areas as well as two separate playgrounds for students to play on.

We hope this document has been of some assistance in answering your questions. If you have any other questions please don't hesitate to contact the school.

Welcome to Dundula!

The best little country school in town 😊

The Best Little Country School In Town

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1 Main Street
BAKERS CREEK QLD 4740

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