URGENT - Parent Email addresses
Please be aware that an active email address should be registered with the school ASAP.

Absenteec Hotline – 4726 1260
If students are absent please ring this number and leave a message detailing:
Child’s Name, Class and reason for absence.

2015 Newsletters
Your email will be used for our newsletters in 2015 as these will only be distributed electronically beginning next week. Paper based newsletters will be published and distributed from OUTSIDE of office area on Fridays. If paper based newsletters are required then parents and students will need to collect these themselves from outside the office.

School Starting Times
Please note our school day starts at 8.50am. Along with attendance our focus is on Late Arrivals and Early Departures, even though some students attendance is satisfactory, the Late Arrivals and Early Departures means they are missing up to 20 days or 100 hours of schooling per year.

Our Procedure:
8.00am – Students may enter the school grounds and sit in the undercover area.
8.30am – Students should be at school to prepare for the start of school at 8.50am - Bell rings for students to line up.
8.40am - Staff collect students to take to class to prepare for the days learning.
8.50am – LEARNING STARTS. (Students arriving after 8.50am will be marked late)
8.51am – Students are SIGNIFICANTLY LATE and must report to the office to have their name marked on the rolls. Students will not be admitted into class without a LATE SLIP being presented to the teachers.

SIGNIFICANT LATENESS – is any time after 8.50am. Why? 10 minutes of lateness equates to:
- 2000 minutes; or
- 33 hours; or
- nearly 7 days of learning per year; or
- half a year over the period of compulsory schooling.

Important Information Regarding Parent Contacts – Separate Residences
Currently a lot of parent information has both parents residing at one address, even though this is not the case.
If you are in this situation please email the following information to Nellie Millett on nmill140@eq.edu.au so we can correct our records:
- Mum's name, address and phone numbers
- Dad's name, address and phone numbers
- Who does the child predominately live with (please note the system will only allow one).
Please note if you do not provide details for both parents and you are separated, the system will show that you both reside in the same address with the student on a full time arrangement.
Contagious Conditions
The ‘Time Out’ poster from Queensland Health outlines the contagious conditions that school communities should be aware of. It includes the ‘Exclusion of Case’ for each condition and the ‘Exclusion of Contacts’ information relevant to members of the community, both staff and students. Queensland Health alerts confirmed contagious conditions with us and provides the relevant information to be shared with our community. However, we also encourage families to advise of any contagious condition so that we can take the appropriate action. The Time Out poster is available on our website at http://www.cranbrooss.eq.edu.au/wcms/images/stories/Timeout_posterQLD_Health_2011.pdf

School Staff Car Park
Parents are reminded that the school staff car park, is not a safe place for children to be delivered or collected from school or OSHC*. We have recently had two ‘near misses’ involving students and parental vehicles. Please observe school signage and drive carefully around our school. “Parents delivering students to outside school hours activities are welcome to use the car park prior to 7:30am and after 4:00pm when staff traffic is reduced.

Homework and ICT Club (3.05pm to 4.00pm) begins 9th Feb
The purpose of the Homework Club is to assist students in completing homework set by the school by providing a staff member to assist students. The Homework Club is held in the Senior Lab in the Resource Centre to allow students’ access to ICT in case this is a requirement of any assignment work. Every child and parent is required to sign a permission and agreement form before attending. Afternoon Tea is provided to students as part of the service we provide.

Breakfast Club begins 2nd Feb
Breakfast Club provides breakfast to our students in all educational sectors. They aim to assist disadvantaged children and young people to get a good start to the school day by providing them with the opportunity to share a nutritious meal in a supervised environment before school, on the school premises. Breakfast programs enhance the health and wellbeing of children and young people. They contribute to the nutritional needs of children, help improve attendance, assist in improving engagement and have a positive impact on the capacity of children and young people to learn. Breakfast programs increase social connection and improve engagement with school by providing an opportunity for children, young people and their families to build informal relationships with key school personnel and with each other. Breakfast programs can also be a vehicle for teaching social skills and provide a means by which students can share and assume varied responsibilities. Breakfast will be available to all students in the Undercover Area from 8.00am to 8.30am.

The menu:
- Toast and toasties
- Fruit Cups and fruit
- Weetbix

Donations such as:
- Tins of spaghetti
- Cheese and
- Spreads – jams, vegemite etc

Would be most welcomed.

Student Absences for more than 10 Days
What is an exemption and why do I need it?
Every parent of a child of compulsory school age has a legal obligation to ensure their child is enrolled and attending school. Parents can apply for an exemption from this obligation when their child cannot attend or it would be unreasonable in all the circumstances for their child to attend school for a period of more than 10 consecutive school days.

Situations where an application for an exemption may be made include:
- Illness
- Family reasons
- Cultural or religious reasons

If your child is exempted from compulsory schooling, you are excused from your obligation in relation to compulsory schooling. The school principal is not responsible for providing an educational program for your child, however they may provide advice on other educational options available. Decisions about exemptions for up to one school year are made by the principal and decisions about exemptions for more than one school year are made by the relevant Regional Director of the Department of Education, Training and Employment, responsible for the supervision of the school your child attends.

Communication
Without doubt, the greatest issue I face as a school principal (and parent) is around communication and its impact on all facets of education. Whether it be a teacher’s (or parent’s) ability to communicate with a child, my own ability to communicate with staff, or even the school’s overall ability to communicate with the wider community – communication is such an important factor in my daily existence.

Constantly we are reminded that communication is a two way street. I take this opportunity to encourage all members of the school community to take an active role in communication. As teachers we greatly appreciate any correspondence that assists us in working
with children and families to maximise the learning experience at school. Out of school successes, student stresses and medical issues are all factors that impact on a child’s learning. When we all work together and open communication channels, we can achieve even greater things for our kids.

**How we communicate with you**

Good communication is very important and it is important for parents to be aware of the types of communications we have in place. Cranbrook SS uses a variety of methods to communicate with parents and our school community over and above the usual phone calls we make.

1. **LETTERS** – Letters will go home when special excursions and events are being planned or when parents need to be advised of something important that cannot wait for the weekly newsletter.
2. **NEWSLETTERS** – A weekly newsletter **IS EMAILED** on Thursdays. It is also available from OUTSIDE the office in paper form.
3. **SIGN ALICE STREET** – Our sign is very visible on Alice Street. This sign will usually remind parents and students of forthcoming events.
4. **MEET THE TEACHER AFTERNOONS** – At the beginning of each year parents are invited to attend meetings to communicate the goals and procedures for each school year.
5. **PARENT TEACHER INTERVIEW OPTIONS** – While our teachers are happy to communicate with parents at any time about student progress, the most popular times are at the end of each term or semester. The teacher will inform you about how your children are progressing and what they need to do to get the best results.
6. **SCHOOL PARADES** – Parents are most welcome to attend the parade (2.40pm Thursday).

It is also important that family contacts are up to date. If not, please contact our office as soon as possible with your new details.

During the course of the school year, situations may arise that require parents/care givers of our students to contact staff. It is recommended that parents should first contact the staff member closest to the source of the question. e.g. - your child’s teacher is the most appropriate person to speak to regarding a question about his/her school progress, classroom behaviour and educational program.

You can either leave a message for the relevant staff member to contact you for a phone discussion or make an appointment so a time can be scheduled for a meeting. Email addresses for all staff are freely available from the school or the website.

Please be aware that teachers cannot leave their classes during class time for an impromptu discussion with you. Teaching begins at 8.50am so after this time teachers are NOT available for discussions or messages.

**PARADE IS AT 2:40pm ON THURSDAY AFTERNOONS**

**Cranbrook State School is a No Bullying School!**

One of the most emotive issues we face at school is around incidents of bullying (real or perceived) within the school setting. As a school, Cranbrook is committed to ensuring incidents of unwanted attention are avoided where possible and managed appropriately if they do occur.

Determining whether a child is being bullied as opposed to when a child has been involved in a disagreement or one off incident is sometimes difficult. Education Queensland has engaged the services of renowned child psychologist, Dr Michael Carr-Gregg. The following link will take parents to a suite of resources that helps explain to parents what constitutes bullying and what may be considered reasonable and common experiences of everyday life. Please take the time to peruse these short video presentations and information sheets:  [http://education.qld.gov.au/studentservices/behaviour/gsaav/parent-resource.html](http://education.qld.gov.au/studentservices/behaviour/gsaav/parent-resource.html)

**Permission Notes**

Outside the office two new return slots have been constructed to help students and parents return permission notes with ease. Please note there are two return slots:

- **Permission Notes** – Any notes that do NOT have money included/attached.
- **MONEY and Permission Notes** – For permissions that require money to be paid for students to attend.
School Routines

I have listed some school routines and procedures to assist in making our school an orderly and safe environment for our students. I ask that you familiarise yourself with these arrangements.

Morning Procedures
When children arrive at school in the morning, we ask that they come to the large covered area in front of the tuckshop. This area is supervised by staff. Parents of Prep children are also asked to bring their children to this area rather than taking them to the classroom for this term. Students and parents are asked to sit and wait. Breakfast is available from 8.00am. The 8.30am bell is for ALL students to line up in class lines ready for teacher collection. Teachers will come to the covered area and walk their students to their classroom between 8.30 and 8.40am to start classes at 8.50am.

Students should be here ready to prepare for the days learning by 8.30am.

Late Arrivals
Children arriving after 8.50am are asked to report to the office to sign the register. Students should be accompanied by parents or a note SHOULD be available to explain the lateness.

After School
All students are dismissed at 3.00pm this term and personal arrangements for collection and pickup is determined by families. The front of the school is supervised by staff from 3.00 until 3.20pm each afternoon. We encourage parents to collect their children from this area by accessing the two minute pick up area on Alice Street. Please remember you MUST stay in your car.

Play Areas
All play areas are out of bounds before and after school as there is no adult supervision. This also includes the Prep playground.

Supervised Crossings
Three supervised crossings operate to provide safety for students when leaving the school grounds in the afternoon. The crossings are on Ross River Road, Bergin Road and Albert Street. These crossings operate until 3.20pm when the supervisors finish.

Head Lice
If there is a case of Head Lice in your child’s class a note will be sent home asking you to check their hair and treat if necessary. It is imperative that you use a nit comb as the treatment solution alone will not work and check again in seven days. Please return the note to your child’s class teacher as soon as possible.

After school procedures
- Students riding or walking home after school should promptly leave the school grounds by no later than 3:10pm.
- No children (school age or not) are allowed on the playground equipment (including the prep area and the prep adventure playground) after 3:00pm. This direction is for safety reasons as the students cannot be supervised by staff and they are not being supervised by parents.
- All other students will be supervised out the front in the pickup area until 3:20pm. Unless prior arrangements have been made with the teacher or the office staff, all students should be collected by no later than 3.20pm.