



Ramsay State School



Prospectus

Welcome from the Principal ...

We would like to welcome you to our learning community. Our aim is to provide a quality education for all students.

Ramsay State School's combination of a magnificent natural environment and modern facilities creates a stimulating learning climate.

We encourage the development of a sense of collective responsibility focusing on the important value expectations of Respect, Responsibility and Resilience.

History

Ramsay State School first commenced its invaluable contribution to our local education history on 3rd October 1881. The school was officially opened with an attendance of twenty-six pupils, with Mr John Marquis as the first Principal. This unique small school with its tranquil surroundings has provided the Ramsay District with a quality educational facility since 1881.

Description of Local School Community

Ramsay State School is a small school located on the rim of the Great Dividing Range, approximately twenty-five kilometres south of Toowoomba. The school is the central focus of the Ramsay District. Traditionally a farming community, the area is increasing in popularity for those who desire a rural lifestyle, and thus is becoming semi-rural in nature. The enrolment at the school has steadily increased as the area develops and residential blocks are acquired.



Administration Information

Address Ramsay State School
173 Ramsay School Road
Ramsay, Cambooya 4358

Phone 4630 9140

E-mail principal@ramsayss.eq.edu.au
astan139@eq.edu.au

Website: <http://www.ramsayss.eq.edu.au>

School Hours 9.00a.m - 3.00p.m.

Recess Times 11.00 - 11.30
1.00 - 1.40

Staff

Principal

Alex Stansbie

Teachers

Alex Stansbie, Tennille Kauter,
Jenny Merchant, Tara Cleale
Bel Boothby - Indonesian

Teacher Aides

Jean Savage, Marion Winterbotham,
Tammy Smith, Vicki Anderson,,Katrina Hartog,
Emma Anderson, Keeely Maclachlan

Business Manager

Glenda Henry

Cleaner

Kirstine Clasohm

Groundsperson

Rowan Edwards

P & C Executive

President

Chris Inwood

Treasurer

Anne Ahern

Secretary

Kylie Carson

School Uniform Co-ordinator Amanda Inwood

Purpose Statement

At Ramsay State School everyone helps each other reach their full potential through respect, resilience and responsibility.

Values & Beliefs

At Ramsay State School we are firmly committed to the multi-age approach to teaching which involves children of different ages working together in a supportive classroom environment.

At Ramsay, we believe that the partnerships between the school and parents is important in the effective education of students.

Our core Expectations are: Respect Responsibility Resilience

Belief Statement

- * We believe that this is a community school.
- * We believe that children learn best in an atmosphere of care and concern.
- * We believe that a partnership must exist between the home and the school for the child to gain maximum benefit from years at school.
- * We believe that a stimulating and motivating classroom environment will be conducive to learning.
- * We believe that to learn and grow, children must enjoy school.
- * We believe that it is vital staff be aware of the differing social, physical, emotional and academic levels of students in their care and endeavour to meet the needs of each individual.
- * We believe that there is a need for behaviour management processes which will instil in students a sense of purpose and belonging.
- * We believe in teaching responsibility, respect for themselves, others and the school community, self-discipline and resilience.

Positive Behaviour for Learning

Ramsay State School is a PBL School. The Positive Behaviour For Learning Program is our school's process for teaching expected social and behavioural skills so the focus can be on teaching and learning. A matrix of expected behaviours sets out the behaviours that are explicitly taught to all children to ensure everyone has a clear understanding of the standard of behaviour accepted at this school. A positive approach is used to reinforce these behaviours.

Some children needing further intervention to help them meet expectations will be given more extensive support in small groups.

(The Matrix of Expectations is included in the enrolment package.)

School Routine

Admission

Children entering a State Primary School must attain the age of five years by June 30 in the year of their enrolment.

Early enrolments for children born in July are possible and at the discretion of the Principal after consultation with parents and the pre-school facility the child attended.

School Times

Students are not permitted to enter school grounds before staff are present. It is expected that no child will arrive at school before 8:30am as this is the earliest time that staff are required to be present. Please contact the principal if there is any variation to your child's arrival time. There is no playground supervision before school.

Children need to be at school by 8:45am so that they can prepare their books and equipment for school commencement at 9:00am.

School concludes at 3:00pm. If any child is unable to be picked up at 3:00pm please notify the school as there are often meetings and seminars to attend in Toowoomba. Please advise if there is any change in the arrangements for picking students up (e.g. a different person picking your child up, walking home, going with another child).

Absence from School

In the event of your child being absent, it is very important that you either:

- (a) Contact the school office or principal by telephone or by text message before school commencement on the day of absence
- (b) Inform a teacher prior to the student's absence

Parents will be contacted if your child is not at school and the school has not been informed.

Leaving School Grounds

Between the time of arrival and the time of departure from school, students who leave the school grounds need the permission of the teacher. If parents are collecting children early from school they **must** sign the child out at the office or classroom before leaving.

Emergency Information

Parents are required to notify the school of changes of address or phone numbers as soon as possible so that emergency information can be kept up to date. Once a year parents will be asked to check that our records are accurate.

Newsletters

A newsletter is produced each fortnight. They are available, one per family, to the eldest child in that family. There are a variety of ways you may receive your newsletters. A paper copy can be sent home, a copy can be emailed to your designated email address or from the website. Please advise if you require any change in method of receiving your newsletter. Parents are asked to check the newsletters regularly, read them carefully and reply promptly when required. Your child may miss out on an activity if the necessary paper work has not been received at the school office.

Playgroup

The Hodgsonvale Playgroup meet weekly at Ramsay School utilising the facilities of Ramsay State School. Please phone the school for more information or the convenor Mrs Marion Winterbotham 0429068134

Notes and Money

All notes and money to the school are to be placed in a clearly marked envelope and posted in the "School" box on the staffroom door.

The school can also accept payment by direct deposit into the school bank account or by BPoint if an invoice has been provided.

If you would like to use the direct deposit method, please contact the office for details.

If you would like to use the BPoint method, please follow the instructions on the bottom of the invoice.

Homework

Homework is purposeful out-of-class learning that seeks to enhance the extent to which each child benefits from the school's educational program.

Homework is given on a weekly basis.

Homework provides an opportunity for parents to view the current work that their children are doing at school. As well, parents should feel free to assist and discuss the homework with their child. Feedback to your child is best if it is immediate. Please check your child's work and help them make corrections as necessary.

It is reasonable to assume that the children in the lower year levels may receive little and sometimes no homework, while children in the upper year levels will be asked to do more.

Contact Staff if your child is experiencing difficulties when completing their homework or if you have any concerns with the level of work being sent home.

Educational Tours and Excursions

The school has a policy of undertaking educational and cultural excursions so that students may acquire a variety of experiences outside the classroom. Students normally travel by bus or private vehicles accompanied by class teachers.

Children may also attend an annual camp providing them with opportunities to develop a range of academic & social skills. Prior advice will be given to parents of upcoming excursions and written permission will be required for your child to attend.

Interviews with Parents/Teachers

Parents are always welcome to discuss a child's progress with the teacher before and after school. It should be remembered however, that if you wish to have an extended interview, an appointment should be made specifically for that purpose. This will allow the teacher time to organise a detailed report and ensure all the facts, work samples and results are available.

Interviews will be offered to all parents at the end of term 1 and 3 to inform parents of progress and for parents and teachers to work together to set learning goals for students' learning and social development.

Reports

Written reports on the progress of students are issued after each semester i.e. early July and December.

Student Leadership

Ramsay State School has developed a Student Leadership Program. Year 6 students will all take part in leadership activities at the start of the year. Year 6 students wanting to become school leaders will be invited to apply for a leadership position and will then be interviewed by the principal, a teacher aide and a P&C representative. Successful applicants will be presented with a leadership badge and give an acceptance speech at the presentation. Students can lose leadership responsibilities if their behaviour is considered to be a poor model for other students.

Sun Protection

All children are required to wear a school hat when in the sun. We have a policy -NO HAT, NO SUN, NO FUN. Also we encourage parents to provide sunscreen when necessary. Our school has a no baseball hat rule as they provide little sun protection. School hats are available from the uniform coordinator.



Swimming

The Education Department policy requires schools to provide learn to swim lessons to all students from prep to year 6. Ramsay school uses the facilities of The Grammar School pool and the instructors from that facility. The children are taken by bus to and from swimming lessons. These lessons are subsidised by Education Queensland and our P&C but still incur a cost to families.

Library

The library contains many resources for students. The library accommodates a wide variety of materials used by all school staff. Marion Winterbotham is the Library Manager and is promoting the use of available materials for enjoyment as well as learning tools. The centre is helping link class learning to the outside world via research. Children are encouraged to regularly borrow books from the school library. Each child is responsible for the safe keeping of the book during the time it is borrowed and for its return on or before the due date. If books are lost or misplaced, students and families will be asked to cover the cost of these items.



Physical Education

All pupils are expected to participate fully in physical education. On occasions when students are unable to participate for some reason they should bring a note stating the reason.

L.O.T.E. – Language Other Than English

Indonesian is officially offered to Year 5 and 6 children by a L.O.T.E. teacher visiting the school. If students are not up to an acceptable level in English they can be exempt from L.O.T.E. if parents agree. Students in years 2-4 also participate in Indonesian lessons but are not formally assessed,

School Specialists

The school is visited by the following specialists from Education Queensland.

- Speech Pathologist
- Guidance Officer
- School Nurse
- Support Teacher – Literacy and Numeracy

Guidance Officer

Children who are experiencing ongoing difficulties with their work are referred to the Guidance Officer, who visits the school for further testing and assessment. Interviews with parents are arranged and suggestions are given regarding the student's achievement and difficulties.

The Guidance Officer is also available for counselling if, for any reason, your child is experiencing emotional problems, anxiety or trauma.

Parents may seek interviews at any time if problems arise in their child's education by contacting the Senior Guidance Officer at Regional Office.

Support Teacher – Literacy and Numeracy

The school is funded for a Support Teacher to support children with special needs. Children are referred by the class teacher. After assessment children receive additional support. Jenny Merchant is our support and special education teacher and has 1 day per fortnight in this role.

Religious Instruction

Religious Instruction classes are not available at present due to a lack of interest at this time.

Parent Participation

Parent participation is encouraged at Ramsay.

There are a number of ways in which parents are invited to participate in school activities, besides attending P&C meetings and working bees. Teachers are pleased to

have help with parents listening to a group of students reading; help with art and craft activities; supervision of group work; accompanying the class on outings; to name a few. We hope you will be able to help in any other way, so if you have a talent or information we may be able to use, please let us know.

If you are visiting the school for any reason you are required to sign the visitor registration book.

Bookclub

Bookclub order forms are handed out twice a term and are organised by volunteer parents through Scholastic Book Club. Purchasing of books is optional.

Smoking

Parents and community helpers are reminded not to smoke in or around the school grounds or buildings due to State Health laws. Your assistance with this matter would be greatly appreciated.

Tuckshop

Tuckshop is held each Friday. Orders can be placed via a google forms app by Tuesday and paid for through P&C account. or ordered via email at ramsaytuckshop@gmail.com. Volunteers are needed for this to be successful.

Tuckshop lists are available on the google form app.

Accidents, First Aid and Sickness

In the case of minor accidents, a teacher or aide would normally provide basic first aid.

In the case of more serious accidents a teacher or aide will render First Aid to the best of his/her ability while contacting the Principal. Should we feel that the case requires further attention, the parent will be contacted for instructions. In emergencies where we feel it absolutely necessary, we will call for an ambulance.

Children who become too sick at school to continue with class work will be sent to a quiet area where they can be monitored. Should the sickness seem serious, continues for a prolonged period or vomiting occurs, the parent will be contacted.

Please ensure the school records are undated with all necessary emergency contact numbers.

General Illness

Children who are genuinely sick should be kept in bed at home or referred to a medical specialist. **Please do not send sick children to school.**

Infectious Disease

Attached is a guide only of infectious Diseases. As a general rule, please contact your Doctor.

Medications

Students who need to take medication at school should give such medicines with a Medication Form from the parent to their class teacher. No medication will be administered to any child unless prior arrangements have been made between teacher and parents and the necessary medication forms, have been completed and signed. These require a medical practitioner's written advice either in writing or through the pharmacist label attached to the medication. Please send all medication in the original packaging. Forms are found at the office.

Dental Clinic

The school Dental Service operates once every two years. No treatment is provided without parental consent. The service does not provide specialist treatment.

Parents are asked to become actively involved with the Dental Service, particularly with regard to the Prevention Program.

Parents will be notified in advance of impending visits of the school Dental Service.

Road Safety Precautions and Parking

Parents can help greatly by instilling in their children at an early age, the importance of road safety.

Children with bikes need to take extra care on the roads. Please encourage them to wear protective clothing and helmets.

For the safety of all students, cars need to nose in park along the fence. Please leave at least 1 metre between your vehicle and the fence for pedestrians so that children do not have to walk behind cars for any reason. Please do not encourage children to put their bags in the boot as this makes it necessary for children to walk behind your car to retrieve them. This is the most common reason for injuries and deaths from cars outside schools.

Those students who walk or ride their bikes home are escorted by a teacher or teacher aide across the road and down to the corner.

Telephones

The school telephone is for administrative purposes only. Please restrict incoming calls to urgent business only.

Mobile Phones

The use of mobile phones in schools for parents should follow these guidelines.

- Mobile phones should not be used in any manner or place that is disruptive to the normal routine of a school.
- Mobile phones are used at their owners' risk. No liability will be accepted by the school in the event of the loss, theft or damage of any device unless it can be established that the loss, theft or damage resulted from the department's negligence. (As per Education Policy and Procedures)
- Students are not to use mobile phones or other devices at school.

Valuables at School

Children are not encouraged to bring valuables to school.

The school cannot take responsibility for lost or damaged valuables. Please ensure that reasonable precautions are taken against loss or theft of articles or money.

Lost and Found

Every effort will be made to find articles lost at school, though if they are not named they cannot be claimed. Lost property boxes are placed in each classroom and should be the first place to look for missing articles.

Please ensure that all articles are named clearly. **NO NAME! NO CLAIM!** You will need to check clothing articles regularly as names fade after a number of washes.

Uniforms

Ramsay State School has a dress code. Uniforms are encouraged to be worn as they discourage competition between children in dress and reflect a sense of belonging and pride in the school. Please see the attached sheet for the uniform details.

The P. & C. sells some items of the uniform. Please check with the P. & C. Uniform Co-ordinator or the Principal if you would like to purchase uniform items. Children wear black jogger type shoes with their uniforms.

Jewellery

The following jewellery is permitted. One pair of earrings (studs or sleepers) and one watch. No cosmetic jewellery, anklets, or other jewellery is to be worn.

Parents and Citizens Association

The Association meets on the second Tuesday of each month during term. All parents are invited to become members of the P&C and are encouraged to complete a membership form at the start of each year. Besides providing substantial sums of money for the essentials, the P&C allow parents to discuss matters pertaining to the welfare of our children and to have input into the educational decisions made by the school. Your support of the P&C by attendance at meetings would be greatly appreciated.

