At Farnborough State School
we aim to achieve the best educational outcomes
for every student in our school.

OUR VISION
Strive for Excellence.

OUR VALUES
Fair Safe and Studious (FSS)

School Profile:
The changing face of Farnborough State School is reflected from its beginning as a Provisional School, established in 1903 to meet the needs of children within a farming community. In 1912, a new building was constructed on the present site but Farnborough did not officially become a State School until the 25th March 1913. It has progressively grown as the farms were broken into smaller acreages. Currently, students come to Farnborough State School from both rural and residential areas including from the surrounding suburbs of Pacific Heights, Bangalee and Cooberrie.
In 2013 an enrolment management process was enacted. Enrolments from students living outside the catchment area are taken when places are available.

The school is located on 5.1 hectares at the corner of Farnborough Road and Hinz Avenue, approximately 7kms north of Yeppoon and is part of the Keppel Cluster of schools.

School Facilities:
All class rooms are fitted with air conditioners and electronic whiteboards. There is a multi-purposed hall and an adjacent building with a well-equipped Library, a Computer Lab and Science /Art room.

The school has a range of sporting facilities including a tennis court, cricket pitch and practice nets, basketball and netball courts and athletics facilities including shot-put, discus circles and long jump pits. There is also a large sand area complete with playground equipment. Our athletics facilities are used by the Yeppoon Athletics Club.

Our environment is enhanced through the school's tree-planting program and an established orchard. The school is one of only a few in Queensland to have a Stephanie Alexander Kitchen Garden Program, with gardening and cooking included in the curriculum.

The school encourages the use of our facilities out of hours, but permission to use these facilities must be gained from the Principal prior to use. The use of the tennis courts, hall or kitchen is subject to a hire charge.
School Information
Office hours are 8.00am to 4.00pm Monday to Friday with the school day from 8.55am to 2.55 pm. Breaks are from 11.00am – 11.45am and 1.30pm – 2pm.

Children are discouraged from arriving too early with appropriate arrival time between 8.15am and 8.30am. Children are required to wait in the undercover area outside the Hall until 8.30am when class rooms are opened. The playgrounds are out of bounds before school and after 3pm.

In the afternoon, children are supervised whilst waiting for parents to arrive or for buses. The last bus leaves at around 3:45pm.

Prep Enrolment:

<table>
<thead>
<tr>
<th>Birth Date</th>
<th>Start Prep Year</th>
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</thead>
<tbody>
<tr>
<td>Child born 1 July 2010 to 30 June 2011</td>
<td>2016</td>
</tr>
<tr>
<td>Child born 1 July 2011 to 30 June 2012</td>
<td>2017</td>
</tr>
<tr>
<td>Child born 1 July 2012 to 30 June 2013</td>
<td>2018</td>
</tr>
<tr>
<td>Child born 1 July 2013 to 30 June 2014</td>
<td>2019</td>
</tr>
</tbody>
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Buses:
Bus operators are responsible for all matters pertaining to bus travel. Inquiries need to be directed to the bus operator in the first instance. Children are expected to abide by the “Code of Conduct” issued by Queensland Transport.

Cash Collection Policy:
Money can be handed into our Administration Officers each morning between 8am and 10am. All money should be brought in to the school in specially marked envelopes issued by the school. It is preferable to submit correct change as the school does not have facilities to change money.

There is EFTPOS available at the school. Payments can also be made via bank transfer –

BSB and Branch: 064-712
Account Number: 00090065
Account Name: Farnborough State Primary School General Account

Telephone Messages:
If you wish to speak personally to one of the teaching staff, it is best to phone before 8.45am or after 2.45pm. When the Office phone is not manned, messages can be left on the message bank for follow up as soon as possible.

Updating Student Personal File Details:
It is imperative that any changes in a student’s personal file details be updated at the school office as soon as possible via a note to the school.

Absences:
Attendance at school is compulsory for all School aged children. If your child is absent, a brief note on return to the school or a short phone call is required. If a student is absent for more than 3 days without explanation, the school will contact parents/caregivers.
**Dental Services:**
Dental services are available through the School Dentist conducted by Queensland Health. Parents will be notified when they can make appointments.

**Medication:**
Parents are required to complete the Medication Register if a student requires the administration of prescription medication during the school day. The form includes details of the time and the quantities of medication to be dispensed and is to be signed by an authorised caregiver. Medication should be brought to school in the original pharmacy packaging and appropriately labelled. The only medication that children are allowed to carry on them during a school day is an asthma puffer. It is important that medical details and emergency contact details are kept up to date with the school office.

Unfortunately, staff cannot administer non-prescription medication (eg. Paracetamol, Claratyne, Nurofen to name a few) unless it is labelled by a pharmacist or accompanied by a doctor’s letter.

**Lost Property:**
A purple lost property bin is located outside the School Uniform Store. Parents are urged to ensure that all school items including uniforms are labelled clearly with the student's name to allow property to be returned more easily.

**Chaplaincy Service:**
In conjunction with Scripture Union, a Chaplain is appointed to visit our school two days per week. The role of the Chaplain is to support students as needed. If one to one sessions with the Chaplain are required, a permission form must be completed by parents. Generally, the Chaplain engages with students through Sport and lunch time activities but also can participate in Camps, excursions and classroom activities. The service in not a religious service but can assist with self-esteem issues, behavioural problems or health concerns for families.

**Communication**
Parents are encouraged to involve themselves in the day-to-day operations of the school. During the year, there will be opportunity for parents to participate in Education Week celebrations, class activities, sports days, school excursions and camps.

A weekly newsletter is sent home to each family on Tuesdays, either in hard copy or via email. If you would like to receive the newsletter by email please inform the school office.

Items of a community nature (not for private gain) will also be included in the newsletter if space permits. Information for these items may be emailed to the school via the principal@farnboross.eq.edu.au or submitted in written format before 9am each Tuesday.

The school also has an informative web site located at www.farnboross.qld.edu.au
Parents are welcome to make appointments to speak with the teachers or the Principal regarding the academic progress of their children or other concerns at any time during the school year.

**STUDENTS:**

**Behaviour Expectations**
The school has a Code of School Behaviour and Anti Bullying policy in place. A copy of these is included in our enrolment package.

**School Leaders Program**
All Year 6’s have the opportunity to be involved in a Leadership Program. This involves the building of skills to enable all Year 6 students to explore their own abilities as leaders.
**Studies**
While Literacy and Numeracy are the focus, Instrumental Music, LOTE, Performing Arts and ICT skills all form part of the student program each week. We also offer extension activities focussed on developing higher order thinking skills. In 2009, 2010 and 2012 our Farnborough State School team won the regional ‘Optiminds’ challenge and travelled to Brisbane for the state finals. In 2013 our school team gained second place in the State Final.

**Assessment and Evaluation:**
Assessment is an on-going process at school. Various methods of assessment are used according to the age of the child and the nature of the learning experience to be assessed. Tests, project work, bookwork, running records and cumulative files and interviews are all used at some time for assessment purposes.

The results from these assessments assist the teachers in meeting the needs of the children as groups and individuals. Parental Interviews provide valuable opportunities for a two-way feedback channel between parents and class teachers. Parents are invited to participate in interviews each Semester. Written reports are provided at the end of Semester 1 and 2. Years 3 and 5 Naplan Test Reports are also provided each year.

At any time, parents are free to discuss their child’s progress with the class teacher. This may be on a casual basis but, if a longer discussion is desired, it is preferred that you phone and make an appointment.

**Library**
Borrowing is done as part of the class activity. Students must have a library bag to help protect the books from wear and tear during transport.

**Homework**
A school homework policy is included separately in our enrolment package.

**Instrumental Music**
Instrumental music is offered to students from Grades 4 - 6 as part of the Education Queensland Instrumental Music Program. Students who are selected to join the program are expected to make a year-long commitment to the program. The school has a number of instruments available for loan to students. Students are given the opportunity to perform in concerts and developmental workshops. For further information, please contact the school office.

**Stephanie Alexander Kitchen Garden Program**
Students in year 3 – 6 participate in the program with curriculum links to cooking and gardening activities established. Lessons are conducted by a garden and kitchen specialist. Students in other year levels use the garden and kitchen facilities under the direction of their class teacher.

**Sport**
Farnborough students are regularly chosen for Keppel Coast District (KCD) and Greater Rockhampton District representative sporting teams. We also boast an award winning Equestrian Team. A number of our staff commit to coaching and managing district teams. Year 5 & 6 students participate in an inter-school competition organised by the Keppel Coast District Sports Committee. These sports vary each term.

The school is divided into three Houses for sporting competition. These Houses are Bluebottles, Green Crocs and Redbacks.

Swimming is conducted in 4th term. There is a charge levied on parents to assist in payment of the bus and admission to the pool. Swimming is part of the school curriculum and is compulsory for all children. Exemption for one day will be granted on the basis of a parental note. Longer periods will require a current medical certificate stating clearly the medical reason for exemption and the period of exemption.
Excursions and Camps
The students are involved in a number of different excursions throughout the school year. These excursions are used to support classroom programs and usually involve bus travel in the Yeppoon or Rockhampton area.

Four major school camps are organised each year:
- Grade 4 students have a 2 - 3 day camp around the local area.
- Grade 5 students travel to North Keppel Island.
- Grade 6 students travel to Emerald (Camp Fairbairn).

Religious Education:
Religious Education is held each Thursday with current groups including Roman Catholic, Combined (Christian Denominations), and Baha'i. Children are assigned to the groups in accordance with enrolment details. Students who do not attend religious education attend a Values Program taught by teachers.

Queensland Arts Council
The Queensland Arts Council is the principal provider of arts resources to rural, remote and metropolitan schools throughout the state. Usually, two performances are scheduled for each year.

POLICIES AND PROCEDURES:

School Uniform
The wearing of a school uniform is compulsory at Farnborough State School because it readily identifies us as a group distinct from the other schools in our area. Part wearing of the school uniform is not permitted, i.e. school shirt and coloured board shorts. Students will be excluded from some activities if their dress is deemed not to be suitable.

The uniform consists of a gold/purple polo shirt, teamed with unisex purple shorts or skort or pleated skirt. Farnborough football shorts (not to be worn at formal occasions) are available for boys or girls. An additional option for girls is an A-line purple and white checked dress.

A purple sun-safe bucket hat is to be worn.

Uniforms are available from the School Uniform Shop which is open each Monday afternoon from 2.30pm - 3pm and Wednesday mornings from 8:00 – 9:00am. For uniforms outside of this time please contact the school office.

Sun Safe Policy
Farnborough State School is a SunSafe school. The school also supplies sunscreen which is located in classroom areas and maintains a “no sun-safe hat, no outside play” rule.

Footwear
No child will be allowed to access the general playground areas without appropriate enclosed footwear eg. joggers or shoes. Footwear may be removed in classrooms (at the discretion of the teacher) and to access areas of playground equipment surrounded by sand.

P & C Association
The P & C Association is a vital link between the school and the home. The school boasts an active and well-informed P & C. Meetings are held every second Tuesday of the month at 6.30pm. The AGM is held in March of each year. Membership is open to all community members over 18 years of age.

The annual Farnborough Country Fair is held in July as the major fund-raiser for the school. Monies raised go towards a number of projects.
**Tuckshop**
Tuckshop currently operates at first break (11am) on a Wednesday and Friday. Orders need to be submitted no later than 9am on the morning of tuckshop. Orders are to be written on a brown paper lunch bag, clearly marked with name, class and items required. A menu is sent home at the start of each term in the school newsletter. A digital copy is also available on the school website. A convenor co-ordinates the operation of the tuckshop and always welcomes volunteers. Join the tuckshop facebook page *The Tuckshop @ Farnborough* to keep up to date with all the fun news.

**Facebook**
Join our school facebook page by searching *Farnborough State School*. It is a great way to keep up to date with everything that is happening in our school community.

**School Banking**
Farnborough State School is involved in the Commonwealth Bank School Banking program. What does this mean for your child?
School Banking is an excellent way to introduce the value of saving to your child through making regular deposits at school while at the same time your child collects dollarmite tokens each time they make a deposit. Once they collect ten tokens they can redeem these for exciting prizes which are regularly updated. They may also be rewarded with saving certificates and also automatically go into the drawer to win awesome saver prizes for themselves and/or the school. The school benefits also by receiving commissions on deposits made at school as well as a bonus each time a new student is added to the school banking system.

If your child doesn’t already have a Commonwealth Bank dollarmite account you can get involved in the School Banking program by opening a Commonwealth Bank Youthsaver account at any Commonwealth Bank branch, over the phone on 13 2221, or via NetBank if you are an existing customer with NetBank access.

Remember to take in identification for you and your child (driver’s license and birth certificate). You will receive a Dollarmites wallet and deposit book that your child will use to participate in the program.

Our school banking day is every Monday. Remind your child to bring his/her deposit to school and their dollarmite bank account details and hand into their class teacher first thing Monday morning, our school banking co-ordinators will then collect all deposits, process the banking and return your dollarmites wallet with your silver token inside back to your classroom. Keep an eye out for new and updated information on school banking in our weekly newsletter.

**Emergency Procedures**

**Fire Drill**
In the event of a fire, the alarm shall be given by the sounding of a siren. On hearing the alarm, teachers will instruct their classes to file move out of the classroom to assemble on the Basketball Court.

**Lock-down**
A lock-down is signalled by 3 short sounds on the school bell followed by a short interval and 3 more short sounds. Staff and students will lock the door, stay away from windows and doors, and remain inside until directed by the Principal that it is safe to leave.