



OAKLEIGH STATE SCHOOL INFORMATION FOR PARENTS PREPARED BY PARENTS FOR PARENTS

CONTACT NUMBERS – School – 3510 2888
Absentee Line – 3510 2860
Tuckshop – 3366 1604
OSHC – 3366 5507

Understanding the routines at a new school can be somewhat confusing for both parents and children so the P&C and staff have come up with a few points of information on a range of topics which hopefully will help. Please call on your Parent Liaison Representative (see below for information about who this is) for any assistance or clarification you might need.

ASSEMBLY – School assemblies are held once a week. On Monday afternoon – 2:30 – 3:00 years 3-6 (Piazza) and Tuesday 2:30 – 3:00pm P-2 (Piazza).

On the last Tuesday of the month a whole school assembly is held in the undercover area and student of the month awards are presented.

Students assemble in their class groups and then walk down to the assembly area. Parents and other family members are very welcome. This is a great way to hear about the life of the school, sporting results, upcoming events. Students also receive Student of the Week/Month awards and any other commendations.

BOOK CLUB – As an additional fundraising exercise for the library, members of the Library Working Party (parents) run the Scholastic Book Club. Do you remember this from when you were a kid? Forms come home once a term and you can buy books through the book club. Monies raised go straight back to the library to purchase additional resources. An annual book fair is also conducted.

BRAIN FOOD BREAK - As it is often a long time between breakfast and morning tea time, some classes have a Brain Food Break. This is a chance for the children to stop and have a quick refuel. We request that for this break you pack an extra piece of fruit, preferably one that is not too messy or sticky. Please check with your teacher if “Brain Food Break” occurs in their classroom.

CLASSROOM HELP – Most teachers will ask their parents when they need assistance in the classroom. This varies across teachers and year levels though nearly all teachers need assistance with swimming lessons. Please check with your teacher regarding when and how you can assist.

COMMUNICATION – The Oakleigh Log, the school newsletter is available electronically every second Tuesday (sent in a link via email). Sometimes it may be later in the week if there is a public holiday. If you are not receiving the newsletter electronically please send an email to admin@oakleighss.eq.edu.au.

Please read it to find out what is coming up in the school, in the way of school functions, year level activities and other items of interest. The above email address can also be used for placing articles in the newsletter.

The newsletter helps the school staff and the P&C to communicate with the school community. Sometimes individual notes from both the school and the P&C come home regarding other events so ask your child EVERY day if there was a note.

The school website is also a valuable source of information for both school and P&C notices. The address is www.oakleighss.eq.edu.au.

The new Qschools app available from all app stores as a free download, links in with the school website so information can be accessed via smart phones and devices.

EMAIL ADDRESS – The school has collected your email address, however this will be asked for by your classroom teacher and Parent Liaison Representative. Due to privacy legislation the school cannot divulge your information so we ask you to provide it for the teacher and PLR. The PLRs use email as the quickest and most direct method of communication with parents. This can include information from the teacher, the school administration, the P&C, or within the classroom or year group.

If your email address changes please make sure you let the teacher and the PLR know.

Don't forget to keep the office informed of any changes to your address or contact details.

EXCURSIONS – Built around children's interests and the curriculum, teachers arrange excursions. Parents are usually welcome to attend though younger siblings can't attend. Fees will vary depending on destination and transport needs.

FUNDRAISING ACTIVITIES – Throughout the year there are major fundraising and social activities. In Term 1 there is a dance run by Year 7 parents and students, in Term 2 the Year 5 parents run a Walk-a-thon, in Term 3 everyone is involved in the Oakleigh Fair and in Term 4 the Year 3's organise a fund raising event. In addition there are various smaller ways the P&C raises money to provide many of the facilities the children use. The events are co-ordinated through the P&C as there are insurance and legislative requirements that need to be fulfilled.

Please see the web site for the further details of the proposed Oakleigh Calendar for 2013. You will hear more about these events throughout the year through the newsletter and through the Parent Liaison network.

GETTING TO AND FROM SCHOOL - We are an active travel school. Families are encouraged to park their cars away from the school and walk. There are also lock up facilities, near the tennis courts, for children who wish to ride and walk to school. Students are asked not to ride their bike and scooters in the school grounds and to always practice road safety.

Oakleigh participates in the Walking, Wheeling, Wednesday (and some terms this swaps to a Thursday) program. This encourages families to walk or ride or scooter to school. Walking buses also leave from outside the church on Bank St and the corner of Farrel and St. Vincent st. Walking buses are groups of parents who walk students to school safely lead by supportive parents, the Principal and Deputy Principal. We also encourage families to car pool or to park in the many surrounding streets and walk the last block or so to school.

We ask parents to note the allocated speed limits around the school at all times. All surrounding streets of Oakleigh have a 40KM speed, this includes Victoria Street.

Parents should also note that Ashbourne Street has a 2 minute drop off zone. In the afternoons parents are asked to organize with children to wait just inside the gate until they see their parent move into the 2 minute zone. For your allotted two minutes you must wait in the car. If your child is not there please move on and rejoin the line to park in the zone. Parents who park and ignore the 2 minute zone may be fined by Brisbane City Council officers or police.

The bus zone on Tweed St is not a pick up zone as both council and private buses use it.

Please ensure that you follow the parking guidelines and instructions. The School Administration and the P&C have worked and are continuing to work, to help make Oakleigh a safe environment, but this goal cannot be met without optimum help from parents. We wish to ensure that all of children can get to and from school safely to ignore the rules endangers children's lives.

GREENING OAKLEIGH – Oakleigh is a sustainable school and as such you'll see many things around the school that encourage our students and our Oakleigh families to be "green". The school has a vegie patch that is enthusiastically tended to by many of our junior school children.

Children and families are encouraged to pack a litter free lunch box. That is, food that comes in containers that can be taken home and re-used. We all have a drawer full of plastic containers, now is the time to use them. Children who bring litter free lunch boxes are given the chance to win a weekly prize.

Children are also encouraged to place any rubbish into recycling bins and compost bins. Environmental officers from all year levels also take on extra responsibilities in ensuring that their class compost goes in the right place.

MORNING TEA AND LUNCH TIMES – Morning tea is from 10.50 to 11.20 and Lunch is from 12.50 to 1.35.

Please pack an appropriate snack for morning tea and a healthy lunch. Whilst Oakleigh is not nut free, we ask parents to practice a common sense approach when packing their lunch.

Food is not stored in fridges so we ask parents to pack lunch in an insulated lunch box along with an ice pack.

MUSIC PROGRAM – Our school has a proud tradition of musical involvement. Children are able to start the strings programme from Year 3 and the woodwind programme from Year 5. In their first year children can use a school instrument then usually buy their own after that. The school bands and orchestras play at school functions as well as competitions. Students are also encouraged to attend music camps during their years of playing an instrument. Children are also welcome to join the choir and can do so from as early as Term 3 of Year 1.

There is a music lesson for all children, once a week, including prep children.

OSHC – Outside School Hours Care is also part of the P&C. It operates daily before and after school in the purpose built P&C Multi Purpose Building and also runs a holiday program.

We would ask for our families to please note that the OSHC program utilize the school facilities after school and during the holidays. Whilst we love for all of our families to use the school grounds after hours, we would ask you to be aware of any areas that OSHC are using. These can be easily identified by the witches hat's or cones placed around the area. If an area is cordoned off for OSHC please ensure your children move away from the area. A condition of OSHC licensing is that these exclusion zones are for exclusive use of OSHC children. Non OSHC children can play in a different area of the school.

PARENT LIAISON – Each class has a parent/s who acts as a Parent Liaison Representative. This is someone who can act as a general contact between school, P&C and parents. The PLR will disseminate information to their parent group and if possible they may organize social activities for both children and parents, co-ordinate assistance with school and P&C functions and generally act as a source of information for new families.

If any issues arise with your teacher these should be discussed with the teacher or the school Principal or Deputy and NOT with your Parent Liaison Representative – their role is purely social and organizational.

Parents should consider taking on this role as it is a great way to meet and connect with other parents.

PARENTS AND CITIZENS ASSOCIATION – Meeting the third Wednesday of each month at 7.30pm (sometimes earlier when required), the P&C is involved with many issues relevant to your children. It raises money through retail outlets and fundraising, decides how that money is best spent, and liaises with school staff to ensure the school has great facilities. The P&C is always looking for new faces and ideas. This is a wonderful way to be involved and have a say in how your money is spent to best benefit your children. Please come along if you can and please fill in the Membership Form to become a member.

The secretary aims to have the sub-committee reports on the school website a day or two before the monthly meeting so you can read them and see if there is an item of particular interest to you. Minutes of the meeting will also be available on the website within one or two weeks of the meeting being held.

Oakleigh has a great community and the P&C is its hub. Please consider joining and becoming an active member. If you would like a membership form please contact the P&C secretary on pandcsecretary@oakleighss.eq.edu.au.

PERMISSION NOTES, MONEY, OTHER FORMS - Most correspondence including P&C related items, are deposited in the brown locked box on the desk outside of the office in the main building (A block). The administrative team in the office will distribute these to the appropriate teachers or P&C members. Sometimes there will be a separate box for specific events such as Book Club or the Father's Day and Mother's Day stalls.

PHYSICAL EDUCATION – Oakleigh is committed to a program of physical fitness for our children. This is carried out through both scheduled PE lessons, conducted by our PE teacher who attends Oakleigh 3 days a week, and by classroom teachers who follow up on the PE lessons. During terms 1 and 4, all children have swimming lessons every week during PE. Parents in the younger grades are always needed to assist, particularly with swimming. Please ask the PE teacher if siblings are welcome.

RESOURCE CENTRE

Oakleigh has a great facility. The Resource Centre is home to our library and is the centre of our digital learning environment. All classes have a designated library lesson time and children attend the library weekly during their school day to borrow books and are also welcome during lunch hours. Books are usually changed weekly. Children are required to have a book-bag; these can be purchased through the Uniform shop.

The Library Working Party is working with the library staff to further enhance our digital presence. Please check the library webpage as it provides a lot of information for students and parents. We encourage parents to fully utilise our web site and it's link to Encyclopedia Britannica. Part of our annual resource funding provides parents, staff and students with access to this very important learning resource. This should be your first port of call when using the internet to search for information.

We also believe that it is important to provide the children with access to many different aspects of technology. Through vigorous fund raising the P&C has purchased net books and i-pads for school use. All children are asked to respect the equipment. All classes have access to this

equipment and it cannot be used if it is broken. Please remind your child that this equipment must be respected and shared.

SCHOOL FAIR – The Oakleigh Fair takes place in third term and is our big fundraiser for the year. Each year level is allocated a stall and parents participate by contributing to the goods sold and/or by staffing the stall on the day. As well as the stalls allocated for the year level, members of our school community also convene other stalls. News and information about this is sent out during the year.

During the lead up to the fair you will notice a big increase in activity around the school. Depending upon the stall the year level is involved in this may start earlier. The fair generates a lot of buzz and the parents and students have a great time getting ready for it.

The Prep year is allocated the jam stall. This is one of the stalls that begins its preparation a bit earlier. A convener will volunteer from the prep parent's group; a lot of help from previous conveners and other jam makers is offered and there is a wealth of information handed down in the "jam folder". There will be some meetings held along with jam cook ups and requests for help. Parents all around the school are asked to contribute jars. Prep parents will be asked to help in any way they can. The jam stall is great fun and another way for Prep parents to get to know each other.

SPECIAL DAYS – As well as our sporting days there are some special Oakleigh Traditions during the year. Our school always holds a moving ANZAC DAY ceremony attended by the whole school and families are very welcome to attend. In May there will be a MOTHER'S DAY STALL and in September a FATHER'S DAY STALL at which children can purchase small gifts for their parents. These gifts are donated by parents and the stall is run by parents allowing the P&C to raise a little more money. The children really enjoy their shopping experience.

The school holds UNDER 8'S DAY, a fun morning on the oval where the children participate in a variety of artistic, creative and physical activities.

Special assemblies will also be held from time to time. Parents will be notified of these through the School web site.

SPORT – Organised interschool sport is usually available for children in Years 4 – 7 on Friday afternoons.

Interhouse sporting competitions for the whole school take place in Term 2 (Cross country and Athletics) and Term 4 (Swimming). Separate programs are held for children in years Prep to 2. These events focus around fun and participation.

All of these events are organized by the Physical Education Teacher. Parents are also encouraged to attend and to help out on the day.

Upon enrolment, children are allocated to one of the three school houses - Wattle, Jacaranda and Poinsettia. Siblings are always in the same house.

TUCKSHOP – Also run by the P&C, the Tuckshop is open on Tuesdays and Thursdays. Children order their food by the bag system i.e. they write their food order on the front of a paper bag and put their money inside. Any change is taped to the outside and the food is placed inside. Children then pick up their orders from the tuck shop at Morning Tea and/or Lunch Time. Often prep classes pick up their food as a group so the teacher can ensure the children receive their order. Your class room teacher will have their own system.

The tuck shop cannot operate without volunteers.

Oakleigh runs a group roster where allocated groups help out in tuck shop on their rostered days. For example some groups may decide to only be available for Tuesdays or only Thursdays; a group leader communicates on behalf of the group with the tuck-shop convenor. Groups can have up to 5 or 6 people in them. This way there is always enough people in case one of the group members is unavailable on their rostered day. The groups can be formed by parents from classes, across year levels or from across the school. Please try to get a group of four or five parents together. If there are more groups then the work can be more fairly allocated across the parent body.

If you would like to join a group please contact Anna our tuck-shop convenor. The tuck-shop's email address is tuckshop@oakleighss.eq.edu.au
And as with all things you volunteer to help as little or as much as you can.

The Tuckshop Convener is supported by the Tuckshop Sub Committee, if you are interested in joining this committee please talk to the Convener or talk to the P&C President. Information is available on the school web page.

Oakleigh aims to have a healthy and balanced tuckshop menu. The tuckshop menu is available on the school's website, www.oakleighss.eq.edu.au – the tuckshop folder is at the top of the home page.

UNIFORM SHOP - Run by the P&C Association and operating from under the Office in the Main School Building on Thursday mornings from 8.15 to 9.15, the Uniform Shop sells all school uniform items including hats, library bags and school backpacks.

If you cannot get to the Uniform Shop the office can provide you with an order form which you can fax or deliver to the school. The order will then be made up and sent home with your child. The uniform shop usually opens for some extra hours at the beginning of Term 1 and during the final week of holidays in January. See the school website for details

V is for VOLUNTEER – Oakleigh has a great community of families who are willing to pitch in to help for many things. During the year you will be asked to help either in the classroom, during PE, in the tuckshop or for the fete. It can seem a bit overwhelming at times. But its great to be able to meet other parents and to be around our kids, please contribute as much as you can.