



CLOVER HILL STATE SCHOOL



PARENT INFORMATION



PRINCIPAL'S MESSAGE



We hope that your family's involvement in Prep is both rewarding and enjoyable. Starting school is an exciting and significant time in every child's life. A positive start to school can lead to children developing a lifelong love of learning. The Prep Information Booklet provides you with all the relevant information you need to know about the day to day aspects of Prep at Clover Hill State School. This resource tool will ensure a smooth and stress-free transition for you and your child as you move into the school environment. We look forward to working closely with you to provide a positive and enjoyable learning experience for your child.

Martine Gill
Principal

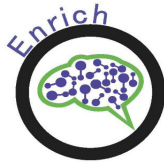
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SCHOOL VISION

At Clover Hill State School, we believe in providing a future focused learning journey that empowers our students to be confident, capable and curious problem solvers within an environment that nurtures and values relationships and individuals.

PILLARS OF PURPOSE



SPORTS HOUSES



WELCOME TO CLOVER HILL STATE SCHOOL

At Clover Hill State School, we emphasise and encourage active learning, problem-solving, effective communication, creativity, social adjustment and most importantly, participation. We work together to build a community of learners, enhanced by open communication between teachers, parents and caregivers, colleagues and other professionals. When planning for children's individual needs, we welcome and value all of the information that families can contribute about their child.

The Australian Curriculum sets the goal for what all students should learn as they progress through their school life.

We look forward to developing a partnership with your family on this educational journey, and are excited in adding our own school motto of "EXPECT EXCELLENCE" into well planned practice.

Specialist Lessons

Students participate in specialist lessons each week. These lessons are 30 minutes to 1 hour in duration and include: Music, Physical Education and Learning Connections (Prep) as part of the curriculum. Specialist lessons in Chinese commence in Year 3.

Home Readers & Chatter Books

Reading with children is a proven way to promote early literacy. As children start to learn to read at school, you can play an important role in furthering their interest in books. During their Prep year, your child will bring home 'Chatter books' - story books for you to read to your child with a guide sheet for parents to help your child engage with the text, and 'Home Readers' - simple books your child can read to practice their growing reading skills.

Classroom Helpers

As parents, you play a vital role in the education of your children and therefore we welcome you to become involved in our classrooms. The children enjoy seeing a member of their family or caregiver, where they can spend time together in their classroom. However, during the first term we would appreciate time to settle the children into the classroom routines. Please see your child's teacher to find out how you can help.

Partnership with Parents

At Clover Hill State School, we consistently involve parents with student welfare or behaviour management issues that may arise. Students benefit most when there is a strong partnership between the school and the family. Behavioural change is most likely to occur where parents and the school have shared expectations.

SCHOOL DAYS

Morning Drop-off

Classrooms are open from 8.50am. Students are not permitted in the playground area or any equipment or structures before or after school. Prior to this time, teachers and teacher aides prepare the rooms and attend any scheduled meetings.

When children come into the classroom, they are expected to be responsible for their own belongings. Please encourage your child to follow the routine outlined by the teacher.

This routine may include:

- Placing their bag on the bag hook or bag rack.
- Placing their water bottle and healthy snack into the appropriate container
- Going to the toilet before the bell rings at 8.50am.
- Putting their hats and ipads away.

Afternoon Pick-up

Children are to be collected at 3.00pm by a parent or other responsible adult approved by the parent.

Stop, Drop, & Go

On enrolment, families will receive a visor sign to display when collecting their child through Stop, Drop & Go.

Late Arrivals & Early Departures

Students who arrive after the commencement of school are required to collect a Late Pass from the Administration Office. If a parent/ caregiver needs to collect their child before 3.00pm, please present to Administration to collect a leave pass which you will take to the classroom to collect your child. The school requires notification to our Administration staff if anyone other than a Parent/ Caregiver is collecting your child from the school.

DAILY ROUTINE

- 8:50am** Line up for class
- 8:55am** Session 1 - Lessons begin
- 11:00am** First break - Eating time
- 11:15am** First break - Play time
- 11:45am** Session 2 - Lessons resume
- 1:30pm** Second break - Eating time
- 1:45pm** Second break - Play time
- 2:00pm** Session 3 - Lessons resume
- 3:00pm** School finishes

Play Spaces

Students have designated playgrounds and sandpit areas, and can also play on the multi-purpose courts. They are supervised at all times during eating and play time. The school playgrounds are out of bounds before & after school, and on school holiday periods.

Every Day Counts

Attendance at school is compulsory for all students including Prep as per the Queensland Education Act. There is a direct link between school achievement and attendance. Ensure your child has the best opportunity to succeed at school by attending every day.

ADDITIONAL INFORMATION

School Pedestrian Crossing

The safety of children travelling to and from school is a most important issue for school communities. Please use the school pedestrian crossing located outside the school grounds and follow the road rules to keep children safe.

School Uniforms

Clover Hill State School encourages pride in the presentation of our school uniform and students are expected to adhere to the dress code standards. Students wear their formal uniform every day except for timetabled Physical Education or Learning Connections lessons when they are required to wear their sports uniform. Your class teacher will advise you at the beginning of the school year which day your child is to wear their sport uniform.

The School Locker

Our uniform shop is open Tuesday & Thursday 8.15am-10.30am. A complete list of uniform requirements can be downloaded from the school website.

Orders can be placed online at:

<https://theschoollocker.com.au/schools/clover-hill-state-school>

Birthdays & Celebrations

Children love to celebrate birthdays and special occasions. Please check with your child's teacher if you wish to send in any food with which to celebrate a special occasion. There may be some children with allergies that need to be taken into consideration. Please make sure you provide enough celebratory food to cater for the whole class.

School Food

We encourage healthy eating habits as part of the Education Queensland Smart Choices Policy. Please pack a healthy lunchbox with enough food for two eating times and a piece of fruit or vegetable sticks to enjoy at Healthy Snack Time during session one at approx 10.00am.

KOOL-e cafe

The KOOL-e Cafe is open Monday to Friday providing a variety of fresh and healthy lunches, snacks and drinks. Our canteen accepts online orders at www.quickcliq.com.au. The cut off time for ordering is **8:50 am** each day, however you can order up to 14 days in advance. Fruit for fruit break can be purchased from the canteen before school from **8.30am**.

Incursions & Excursions

During the year, Prep participate in specialised education excursions (held at an external location eg Currumbin Wildlife Sanctuary) and incursions (held on school grounds) that are specifically designed to enrich the classroom learning experience. Your teacher will let you know in advance when these are scheduled. The permission notes and medical forms will be emailed to families along with an invoice should there be a cost involved with the activity. Payments are required by the due date as outlined on the permission note and are strictly adhered to enable the booking of the venue and bus hire. Students will not be able to attend the activity if payments and permission forms are not returned by the due date.

School Assembly

Students will attend assembly every fortnight. Parents will be notified by your class teacher if your child is receiving a special award/certificate at assembly and you are more than welcome to attend.

Outside Hours Programs

Some extra-curricular activities outside of school hours are offered by external providers and vary from term to term. Information will be emailed home to families at the beginning of each term and may have some costs associated with these activities and are payable by parents.

Helping Hands (Outside School Hours Care)

Helping Hands is located on the school grounds in the Hall and offers before & after school care and vacation care.

For more information:

Web: helpinghandsnetwork.com.au,

Email: cloverhill@helpinghandsnetwork.com.au

Phone: 1300 612462

Communication at Clover

School Newsletter

School Website

School Calendar

Clover Hill Facebook page

Parent/Teacher Interview

P&C Meetings

School Reports

Child's communication

folder Email

QParents

P&C

Parents are encouraged to discuss any aspects of their child's progress with their class teacher. In order for this to happen effectively, an appointment will need to be made via email or a note directly with the class teacher. Teachers are not always available for discussions during the busy periods immediately before and after school. Appointments with teachers are generally made after school and we appreciate your understanding.

QParents Registration

All parents must register an account with QParents. This provides access to digital consent for excursions & activities, report cards, absences, invoices & payment history.

To register and for more information go to qparents.qld.edu.au or download the free app.



SCHOOL ADMINISTRATION

Administration is open between the hours of **8.00am and 3.30pm** each day. Please email admin@cloverhillss.eq.edu.au if you have any

School Absentee Number

Text: 0437 891 272

Email: absences@cloverhillss.eq.edu.au

We advise you to keep your child at home if unwell. If your child is unwell or absent from school, you are **required** to email absences@cloverhillss.eq.edu.au or text the school on **0437 891 272**. Education Queensland requires all schools to notify parents of any unexplained absences via SMS the same day. Should your child be absent and we have not been notified, you will receive a text by 10:00am.

Sick Bay

If your child becomes unwell whilst at school, care will be provided in the sick bay (situated in the Administration building), and you will be contacted as soon as possible. If you are uncontactable, we will phone your emergency contact with our concerns.

Extended Leave Application

Parents need to complete an 'Application for Exemption' for anticipated absences of 11 school days or more. Unsatisfactory or unexplained absences are recorded on a child's attendance record and recorded on your child's report card.

Payments

Preferred method of payment is Bpoint. Bpoint is a secure card payment portal which allows payments to be made with an invoice number provided by the school. For enquires regarding your students accounts please [email finance@cloverhillss.eq.edu.au](mailto:finance@cloverhillss.eq.edu.au)

Medication

At Clover Hill State School, managing student's health conditions and ensuring we provide the best and most appropriate medical care is essential to promote and support the health and wellbeing of students when at school or involved in school activities.

If your child requires any medication, the following are required:

- Medical Plan (eg Anaphylaxis/ Asthma) or doctors' letter must accompany ALL medication.
- Medication expiry date that is viable for the required period
- Clearly labelled medication with a chemist label detailing student name and dosage in accordance with the plan or doctors' script.
- Parent Consent form authorising the school staff to administer this medication (must be completed annually).

Some asthma medications are an exception and students may keep them in their bag or in the classroom. Please talk to administration about any specific medical conditions.

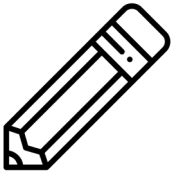
For more information regarding managing students' health and wellbeing in school visit <https://education.qld.gov.au/students/studenthealth-safety-wellbeing/student-health>

HELPFUL HINTS



Keep it Easy with Velcro

For Prep students, please purchase all black leather or leather-like school shoes and all white sports shoes that have velcro straps instead of laces as we find these easier for Prep students to manage themselves.



Label Everything!

Please label everything with a permanent marker or iron/stick-on labels including name and class on hats, bags, shoes, clothes, socks, lunch boxes and drink bottle.



Lost Property

The school's Lost Property Box is situated outside the Administration Office and should be checked regularly if your child has lost any property.



Little Accidents

It is not uncommon for younger students to have an accident and soil their clothes at school. In anticipation of this happening, we ask that you pack a plastic bag containing a spare uniform or shorts as well as underwear and socks in their bag.



Sun Smart

All students are required to wear school hats to and from school and during outdoor play and learning times throughout the year. Parents are asked to apply sunscreen prior to your child arriving at school and adhere to the school policy of - **NO HAT, NO OUTSIDE PLAY!**

CONTACT US



Phone:	5559 4111
Administration:	admin@cloverhillss.eq.edu.au
Website:	www.cloverhillss.eq.edu.au
Finance:	finance@cloverhillss.eq.edu.au
Absences	admin@cloverhillss.eq.edu.au
	Text 0437 891 272

TERM DATES

2024 QUEENSLAND TERM DATES

Term 1: Monday 22 January - Thursday 28 March	(10 Weeks)
Term 2: Monday 15 April - Friday 21 June	(10 Weeks)
Term 3: Monday 8 July - Friday 13 September	(10 Weeks)
Term 4: Monday 30 September - Friday 13 December	(11 Weeks)

2025 QUEENSLAND TERM DATES

Term 1: Tuesday 28 January - Friday 4 April	(10 Weeks)
Term 2: Tuesday 22 April - Friday 27 June	(10 Weeks)
Term 3: Monday 14 July - Friday 19 September	(10 Weeks)
Term 4: Tuesday 7 October - Friday 12 December	(10 Weeks)