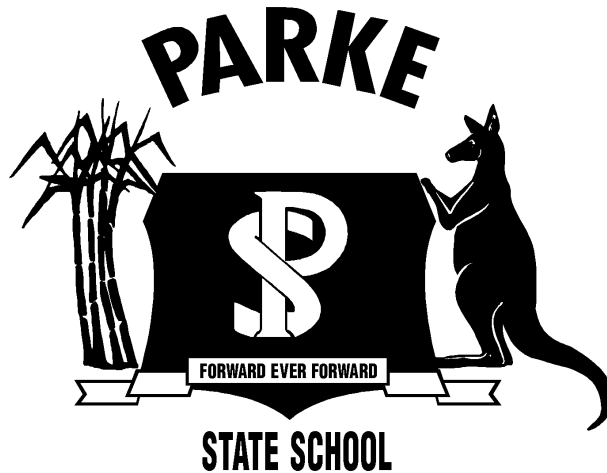
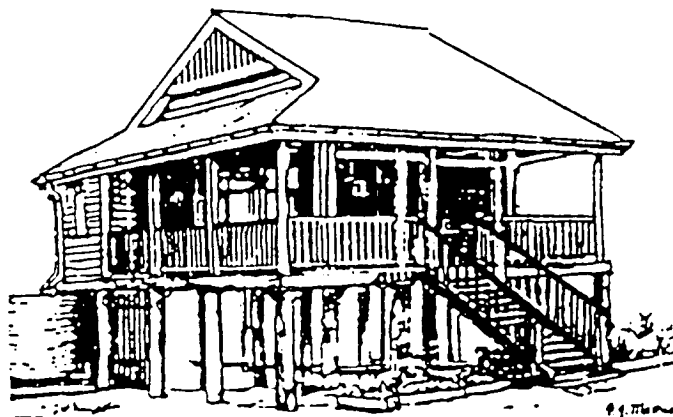


Parke State School

Our Vision | 'Effective Learning - Every Child, Everyday'



Parent Handbook 2025



Parke State School — 1917

Contact Information

Phone: (07) 4129 7208

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Table of Contents

Principal's Message	4
Our School Priorities	5
Education Queensland – 2025 Term Dates	5
Parke Motto:	6
Parke Vision:	6
Our Mission:	6
Our School Core Beliefs	6
Our School Teaching and Support Staff.....	7
Our School Schedule	7
School Office Hours	8
Absences	8
Admission	8
Air Conditioning and Fridges	8
Appointments.....	8
Arrival and Departure Times and Procedures	8
Asbestos Awareness	9
Assembly (Parade).....	9
Behaviour Management.....	9
Bicycles/Scooters.....	9
Scholastic Book Club	9
Book Lists and Materials	9
Buses.....	9
Complaints and Grievances	9
Computers.....	10
Curriculum Offerings.....	10
Dental Van	10
Disturbances at School	10
Dress Code – Uniform	10
Emergency Contacts	11
Excursions.....	11
Facilities, Grounds and Environment	11
Family Law Court Orders	11
First Aid and Accidents	11
Head Lice.....	12
Homework	12
Leaving the School Grounds	12
Library	12

Lost Property	12
Lunch Boxes	12
Medication During School Hours	13
Middle Schooling.....	13
Mobile Phones / Electronics Equipment.....	13
Money Coming to School.....	13
Names For Publication	13
Newsletter	13
Parents and Citizens Corporation (P&C).....	13
Parent Involvement	14
QSchools Smartphone App.....	14
Religious Instruction.....	14
Reporting and Interviews.....	15
Sports	15
Support Services	15
Swimming.....	16
Toys	16
Visitors to School	16
Website	16

Principal's Message

Dear Parents and Caregivers,

Welcome to the Parke State School community. We hope that while you are with us you and your child/ren will come to regard Parke as a school you can be proud of and one which helps your child/ren to be confident and successful as they develop their potential in our supportive environment. Our core business is to help your child/ren discover their spark and ignite their passion for learning so that one day they may look back upon their primary education with fondness and a sense of recognition. This handbook has been provided to give you knowledge of the school and how it operates. Should you require additional information, please come up and talk to our friendly staff. I look forward to the opportunity of meeting you and learning more about your child's individual talents and interests.

Central to the success of students is a strong partnership between school, parent and student. Our staff are dedicated professionals with a high level of expertise in the fundamentals that drive school success. We value your contribution to your child's education and understand the importance of a productive partnership through which your child/ren will benefit. We strive to enhance home-school links and welcome the involvement of parents in all facets of their education.

Our school is supported by an active Parents' and Citizens' Association and many volunteer parents who assist with various other school activities. If you are able to participate in these activities, your contribution to our school would be most welcome. We kindly request that you inform the school of any changes in address, telephone contact numbers or changes which are likely to affect your child/ren's well-being.

Parke State School has a proud history of high academic performance, active participation in extra-curricular activities involving sport and the arts, and a culture of inclusion and support. These core values ensure every student feels a sense of belonging to Parke State School and has the confidence, resilience and dedication to pursue their passions.

We look forward to working with you and your child/ren and know that your time at Parke State School will be a happy, successful and rewarding one.

Kind Regards,

Mrs Rebecca Macmillan
PRINCIPAL

Our School Priorities

1. Writing

- Targeted teaching of writing using the gradual release of responsibility – “I do, We do, You do” – Central to this is the modelling and co-construction of writing samples with students, coupled with explicit feedback
- Extension and intervention programs with small group and 1-1 tuition to improve students’ ability to write coherently
- Bump-It-Up walls act as the third teacher in the classroom and are a great resource for student to utilise for improvement.

2. Numeracy

- Hands-on, fun and engaging lessons that teach the Achievement Standard of the Australian Curriculum
- Termly data cycles using the Maths Alliance resources to track student progress using pre and post tests
- Use of differentiation to deliver targeted programs to students

3. Targeted Teaching

- Specific feedback on student progress through the curriculum
- Quality Teacher Instruction – through Explicit Instruction
- Teachers will implement a range of highly developed lessons to engage learners
- Mentoring and Feedback to improve pedagogy

4. Attendance - Every Day Counts

- Full School Attendance incentives
- Students in class, connected, motivated, continuity of learning

Communication is an important aspect of your children’s schooling. If you have any concerns or questions about the education of your children, please do not hesitate to contact the school to discuss how we can best support your child’s educational needs.

Education Queensland – 2025 Term Dates

TERM	DATES	WEEKS
Term 1	Monday 28 January to Friday 4 April	10 weeks
Term 2	Tuesday 22 April to Friday 27 June	10 weeks
Term 3	Monday 14 July to Friday 19 September	10 weeks
Term 4	Tuesday 7 October to Friday 12 December	10 weeks

Parke Motto: Forward Ever Forward

Parke Vision: Effective teaching and learning. Every child. Every classroom. Every lesson. Every day.

Our Mission: To prepare students with the knowledge, skills and confidence to be effective global citizens that participate effectively in the community and the economy.

Our School Core Beliefs

In order to fulfil our school vision and undertake our school mission, we hold to the following fundamental beliefs about learning:

- Every child matters, every day and all students can be successful
- Quality teaching practices delivered by caring, dedicated teachers will ensure each student has success
- We are a team – everyone has a role to play and shares responsibility for the success of the school
- We believe that students can learn and achieve when:
 - Teachers believe that students can achieve and there is a collective ownership of achievement
 - Good quality teacher-student relationships are in place
 - Student work is corrected and that teachers give timely feedback to students
 - Classrooms are safe, respectful and inclusive spaces

Quality Teaching

We believe that quality teachers make all the difference in the success of a child's learning. Outside of the home, the teacher is the single most important factor in a child's education. It is the teacher who has the most impact on student learning. As a result, we determine to focus on Quality Teaching in every aspect of pedagogy across the school. The key components of focus around 'Quality Teaching' are the curriculum, the pedagogy, explicit teaching, the engagement of students and the timely tracking of student performance including the productive feedback to students about their own performance.

Explicit Teaching

We believe that the explicit teaching of concepts, ideas and knowledge is an effective strategy for student learning. As a result, we hold the following to be true:

- A strong foundation in phonics and phonemics in the first two years of school is essential (incidental teaching of phonics is ineffective – it needs to be sequential, structured and explicit)
- Students with the largest word banks in the early years of schooling go on to be most successful
- Both comprehension and fluency are critical reading skills
- Knowledge must be actively moved from short term to long term memory through consolidation
- Explicit teaching is quite different from merely presenting information.

In each of our classrooms, you will see explicit teaching undertaken in the following way:

- Warm-up – structured revision of knowledge and skills (this is vital for transferring knowledge to the long term memory)
- I do – The explicit teaching and demonstration by the teacher of new knowledge and skills. The modelling of practices. Clear step by step explanations, revisions and reinforcements (WALT and WILF)
- We do – New knowledge is practised in group activities, teacher actively intervenes to re-teach where required - Teachers and students are connected, engaged - Teachers are giving explicit feedback
- You do – Individual activities to consolidate new learning and extension of skills

Our School Teaching and Support Staff

Principal	Mrs Rebecca Macmillan
Teachers	Mrs Chelli Tarlinton Miss Tamyka-Jane Mills Mrs Stephanie Sillitoe Nicole Hutley
PE Teacher	Mrs Leeanne Murtagh
Music Teacher	Mrs Cherie Treloar
LOTE Teacher	Ms Nicole Jorgensen
Head of Special Education Services	Ms Narelle Green
Special Education Teacher	Mrs Kate Molloy
Teacher Aides	Mrs Janice Birt Mrs Andrea Pearson Mrs Katrina Walker
Speech Language Pathologist	Miss Bronte Kuskey
Guidance Officer	Ms Renee Palise
Wellbeing Officer	Ms Janine Pohe
Business Manager	Mrs Jessie Hodgkinson
Cleaner	Mrs Kim Daley
Groundsman	Mr Kevin Lyons

Our School Schedule

Arrival Time	After 8:30am
Start of Day	8:55am
Morning Session	9:00am to 11:00am
Lunch	11:00am to 11:40am
Middle Session	11:40am to 1:20pm
Afternoon Tea	1:20pm to 1:55pm
Afternoon Session	2:00pm to 3:00pm
Bus Supervision	3:00pm to 3:30pm

Students arriving at school before 8:20am should be seated in the undercover area. At 8:20am students may proceed to their classroom and prepare for the day. Students are provided physical activities to participate in between 8:30am and 8:55am.

At 10:00am students are given the opportunity to have Fruit Break. Play at 11:00am is for 25 minutes. And then 15 minutes designated to eating.

School Office Hours

Mondays - 8.45am to 4:00pm

Tuesdays - 8:45am to 2:45pm

Thursdays – 8:00am to 10:30am

Fridays – 8:00am to 2:30pm

Absences

Regular attendance and punctuality by each student is necessary to maintain continuity of learning. Parents/caregivers must assume responsibility for the regular attendance and punctuality of their children. In the event of your child being absent or late it is the parents/caregivers responsibility to:

(a) contact the school by email or telephone

(b) send a note to the class teacher on the day your child returns to school.

Admission

Preparatory Year	Birth date Eligible for prep year in:	Eligible for Year 1 in:
Children born 1 July 2018 – 30 June 2019	2024	2025
Children born 1 July 2019 – 30 June 2020	2025	2026
Children born 1 July 2020 – 30 June 2021	2026	2027
Children born 1 July 2021 – 30 June 2022	2027	2028

*Birth Certificates are required for entry to prep. A birth certificate must be sighted before enrolment is accepted.

Years 1 – 6: Admission to all other year levels is by transfer from the students' school of origin.

Air Conditioning and Fridges

Each classroom block is fully air-conditioned and has its own fridge for student lunches. The air-conditioners level of coolness is maintained at approximately 24 and the air conditioning units comply with Australian Standards. We acknowledge the commitment of our school community to these initiatives to provide a more comfortable learning environment for our students and staff.

Appointments

Our staff welcomes an opportunity to discuss your child's progress with you. To minimise waiting and to make the most of such discussions, please make an appointment with the appropriate staff member. This can be done by sending a note to the teacher or telephoning the office to negotiate a suitable time.

Arrival and Departure Times and Procedures

If a child arrives after 8:55am then they must proceed first to the Office to collect a late slip before going to class. School finishes at 3:00pm daily. Departure from school shall be immediate for those students who don't take a bus. Bus students will wait quietly at designated bus area. If a child is required to depart school before 3:00pm, you must report to the office first to sign-out your child. This is for the safety of your child to ensure that no un-authorised person removes a child from the school as well as a workplace health & safety requirement.

Asbestos Awareness

Parts of Parke State School are very old or were constructed during the time when materials containing asbestos were widely used and accepted in buildings. As a result, there are a number of buildings that contain asbestos. From time to time, accidents happen with floors and walls containing asbestos being disturbed. In the event of a potential risk of exposure, all families will be notified in writing. Every precaution is taken in protecting students from potential exposure to this substance and immediate action is taken to minimise risk.

Assembly (Parade)

Student assemblies are conducted on Tuesdays at 2:40pm. Weekly announcements are made as well as awards (Student of the Week) presented and achievements are recognised. Parents are welcome to attend assemblies.

Behaviour Management

A separate policy, *Student Code of Conduct 2020 - 2023*, has been approved, written and operationalised. The P&C Association has endorsed this policy. The policy has also been approved by Education Queensland. A copy is given to all families on enrolment. If you require another copy, please see the office staff. Copies of the *Student Code of Conduct* are also available on the school website.

Bicycles/Scooters

Bicycles /Scooters should be parked in the racks provided at the school grounds. Entry to the grounds should be through the gates nearest the bike racks. Students are NOT TO RIDE IN THE SCHOOL GROUNDS and should walk bikes and scooters from the gate to the racks. A lockable chain may be used to secure the bike to the racks.

Please remember that helmets are compulsory for bicycle riders in Queensland. Local and State Government laws must be followed when cycling.

Scholastic Book Club

The school facilitates the operation of a Book Club approximately once per term. Children are given brochures of the latest books available and if they so wish may place an order with the school.

Book Lists and Materials

Booklists will be issued at the end of the year. Copies are available on request.

Buses

There is one official school bus operating at this school (Bus Route 916). Students travelling on school buses are expected to conduct themselves within acceptable standards of behaviour. They are to be seated in an orderly manner while the bus is in motion. Students travelling on school buses must follow directions of the bus driver. Please contact Wide Bay Transit for details on Ph: 4121 4070.

Complaints and Grievances

Concerns regarding your child's education should be discussed with the classroom teacher in the first instance. Appointments should be made to ensure the availability of both parties. This can be done by way of a note to the teacher or a telephone call to the office. Unresolved concerns may be raised with the principal, by appointment. Education Queensland has a Complaints / Management Policy that can be obtained from the school office.

Computers

At Parke State School, information technology is an important aspect of your child's learning. Each student has access to computers for skill practice, publication of work, presentation of information, to research and for communication. Computers are integrated into class routine and computers are readily accessible to students for the completion of day-to-day work.

Curriculum Offerings

Parke State School offers the state and national requirements concerning subject areas. The Key Learning Areas (KLAs) at Parke State School include:

- English
- Mathematics
- Science
- HASS (History and the Social Sciences)
- The Arts
- Health & Physical Education
- LOTE
- Technology
- Digital Technology

Students in all year levels have access to networked computers both in their classroom and in the Computer Room. ICTs are integrated across all KLAs. An ICT consent form is required for permission to access 3rd party websites.

Dental Van

The contact number for Maryborough School Dental Emergency Patients is Ph: 4122 8861.

Disturbances at School

Any disturbances at school by parents/carers is against the law. Suspensions and fines do apply. The Principal has the right to immediately suspend anyone from the school premises who may be causing a concern to staff or students.

Dress Code – Uniform

At Parke State School, our dress code for students promotes pride in our school and a feeling of ownership and belonging for students. Students are required to wear a school uniform each day. Our school uniform comprises of a school shirt, shorts / skirt / skorts, shoes, socks, broad brimmed school hat, school jacket or royal blue tracksuit (during cooler months). Uniforms can be purchased from B&H Designs; 136 Kent Street Maryborough, (07) 41221215.

It is school policy that children must wear appropriate enclosed footwear at all times.

Included within our dress code is a 'No Broad Brimmed Hat, No Sun Play' policy. Our school is a recognised and accredited Sun smart School. This policy is enforced for the safety of your child.

Jewellery is not to be worn or brought to school. Students may wear a wrist watch and students with pierced ears may wear studs or sleepers. Items of religious significance are to be discussed with the Principal. All jewellery must be removed before any form of sport.

Our school does not accept make-up, nail polish or hair colour that is not the natural colour of the child.

Emergency Contacts

Please ensure that addresses, phone numbers and emergency contacts are kept current in case we need to contact you in a hurry. You, as parents, have a responsibility to your child and the school in your Duty of Care to keep the school informed of changes.

Excursions

Part of the educational experience offered to the students at Parke State School involves attendance on excursions and school camps. These trips are organised to coincide with the course of study being undertaken by the students and compliments work done in the classroom.

Facilities, Grounds and Environment

The buildings consist of one traditional style building comprising of an office, staffroom and Principal's Office; one modular comprising of a single classroom; a double newer style building comprising two classrooms; new resource centre / library / computer lab. We have two storage sheds. There is a large covered adventure playground and an additional undercover area where parades are held and tennis court.

Family Law Court Orders

Some families are bound by Family Law Court Orders. Documentary evidence of these court orders must be provided to the school where these exist. This is to provide clear legal guidelines for school authorities around these sensitive issues. Without an order the Principal cannot legally deny the access of a parent to their child.

First Aid and Accidents

Despite care and supervision, accidents do happen at school. No treatment is permitted in the school except basic First Aid. This is an immediate, temporary measure. If necessary, in the event of a serious accident, an ambulance will be called to the school. Every effort will be made to contact the child's parents, or a nominated contact person, in all instances.

The school cannot accept any responsibility for expenses incurred in seeking medical attention for sick or injured children. If your child has sores, cuts etc. these should be adequately dressed and attended to at home each day. The school will not be responsible for looking after these types of wounds. Aspirins, Panadol and other analgesics WILL NOT be dispensed at school for illnesses.

Parents are asked to ensure they contact the school with any change of address or telephone numbers so that the school files may be kept up to date. The files are used to contact parents at home or at work if an accident occurs to your child or if he/she becomes sick.

The majority of staff are trained in first aid and cardio-pulmonary resuscitation (CPR). When students receive minor injuries they report to the office where staff make appropriate decisions in the circumstance. Actions are recorded in the medical register. If a student has a serious accident or becomes ill while at school, medical attention is applied by a trained first aid officer and parents/caregivers are immediately notified of the incident so they make take further action if necessary.

Head Lice

Head lice may occur at our school throughout the year. When our school is notified by a parent/caregiver/teacher we eliminate head to head contact of students, send a class letter home notifying all parents of the outbreak, offering information / support to families.

REMEMBER:

- We can all catch head lice.
- Head lice are spread mainly through head to head contact.
- Mechanical methods can be used to control head lice.

Check with Queensland Health Child Health Centre or your local pharmacist about whether chemical preparations are effective.

Homework

Written and learning work is set as homework from Monday to Thursday. Suggested times for students to spend doing homework are:

- Year 1/2/3 15 minutes per night (less than 1 hour / week)
- Year 4/5 up to 30 minutes per night (less than 2 or 3 hours / week)
- Year 6 up to 40 minutes per night (less than 3 or 4 hours / week)

Homework is intended to assist students in revising work covered in class, to practise new work, to develop study habits before high school and to show parents the progress their child is making in their learning. A set time for homework should be established with your child.

A well-lit, well-ventilated and organised area for them to complete their work is also helpful in developing their study habits. We encourage you to discuss and check your child's homework nightly. Should you have any questions regarding homework, please communicate with your child's teacher.

Leaving the School Grounds

Once at school, students will not be permitted to leave the school grounds without permission. Should you require your child to leave the school grounds during the school day, please contact the office by note or telephone call. It is preferable that parents (or someone arranged by the parents) collect those that need to leave school early.

Library

We have a beautifully appointed Library on our school grounds. Students access the library through lessons during the week and the library is open during first break for all year levels.

Lost Property

All items of clothing should be clearly marked in pen with the student's name. Any articles of clothing found are placed in a container in the staffroom. Parents and students are encouraged to check this box should any items of clothing go missing. Items not collected at the end of each term are checked for nametags, and if unmarked, donated to a worthy charity.

Lunch Boxes

Thanks to our dedicated P&C, fridges are provided in each of the classrooms for students to store lunch boxes in until eating time. Lollies, soft drink and other junk food are not recommended as school lunch foods. A balanced and healthy lunch and morning tea is far better for your child's learning.

Medication During School Hours

Medication, prescribed by a doctor or dentist, may be administered to students by school staff. It is necessary to complete the medication form available from the office notifying the school of the child's name, the type of medication and dosage. The medication must be sent to the school office in its prescription container and administered according to the doctor's instructions. Panadol and cough mixtures cannot be administered unless a prescription exists for their use.

Asthma - The procedures for asthmatic students are:

1. Parents/caregivers provide permission for students to administer their own medication as deemed necessary by the student.
2. Students are responsible for their own inhalers at all times.
3. Students should not be denied access to their inhalers.

Emergency inhalers are available from the First Aid cupboard.

Middle Schooling

Each year, the Primary and Secondary Schools work together to develop a range of integrated activities which ensure that the transition from Primary to Secondary School is as seamless as possible. You will be advised of individual activities for Year 6 students as they are planned.

Mobile Phones / Electronics Equipment

Mobile phones are not to be brought to school by children. Mobile phones ONLY are permitted in cases of emergency and MUST be handed into the school office for safe keeping. Each phone needs to be clearly marked with student's name and class, and be collected after school each day.

Money Coming to School

Money coming to school can be placed in the blue locked box in the office. Please ensure that any money sent to school for any purpose is placed in a sealed envelope with the child's name, his/her grade and the item for which the money is being sent.

Parents are also asked to note the date money must be returned.

Because of the existence of relatively small coins bearing large denominations; please ensure that the envelope is sealed securely right to the end of the adhesive. Reinforcement of the envelope with sticky tape is also recommended.

Names For Publication

From time to time photos and or name of students are published in the school newsletter and other school publications and also local newspapers. Please sign and return the State School Consent Form.

Newsletter

The school newsletter contains information on current happenings at the school, P&C news and community events. It is produced and distributed (on even school weeks) fortnightly on a Wednesday and is a vital part of our school's communication with parents and the local community. Please look for this publication on our school website as well.

Parents and Citizens Corporation (P&C)

The school's P&C Association meets regularly in the school computer lab. Throughout the year, the P&C undertakes a number of important fund raising activities to support school initiatives. All parents are encouraged to become members of the P&C and to become involved in its various activities.

Parent Involvement

Parent participation is welcomed and encouraged at Parke State School. You can be involved in:

- Classroom and school activities
- P&C fundraising activities
- Transportation of students to and from activities (copies of insurance, driver's licence required)
- Supervision of camps and excursions

If you are willing and able to become involved you will have the opportunity to actively contribute to the education of your children. To express your interest, please obtain a Volunteer pack from the school office.

Blue Cards are required for volunteers who are not parents at our school. Please note that Grandparents are required to hold a Blue Card before volunteering.

QSchools Smartphone App

The QSchools app is a convenient way to receive up-to-the-minute information from and about Queensland state schools. The app is designed to integrate with school websites and is automatically updated when a school updates their website with the latest news, newsletters, events and information. Emergency announcements, such as information about natural disasters and school closures, are published via the app. The app is particularly useful to parents who have students in different schools, as the app manages updates from multiple schools in a single view. All Queensland state schools are searchable via the app.

Christian Religious Instruction

Queensland state schools embrace a multitude of cultural, religious and non-religious beliefs and encourage students to grow and develop as a whole person, in beliefs, values and attitudes. Religious Instruction (RI) is the time set aside in state schools where parents/carers can consent for their children to be educated in the faith of their choosing.

Religious instruction (RI) is offered at the school to students in Years 1-6 and is conducted each fortnight on a Tuesday afternoon (dependant on instructor's availability) and are of a 30 minutes duration.

Participating Faith Groups:

The Maryborough area Christian Churches come together collectively to offer Christian RI on a cooperative and non-denominational basis to local schools.

Title of Authorised Program:

The providers of Christian RI use authorised resources and are committed to best-practice programs that have been reviewed by independent curriculum experts.

The most popular Christian RI program resources in use in Queensland state schools are: Connect, Beginning with God, and Big Questions (all published by Christian Education Publications) and GodSpace (published by Burst Christian Resources).

Connect and GodSpace curriculums are currently authorised for use in the local area by the Maryborough Ministers' Fellowship.

Accredited Instructors:

Volunteers are endorsed by local church ministers, and all undertake accreditation including Working with Children checks, student protection and school induction processes.

A school staff member will also be present during the delivery of RI.

Outline of Aims and Goals:

The aim of Christian RI is to inform students about the basic beliefs of the Christian faith, centred on Jesus Christ, from a non-denominational perspective.

Outline of Lesson Structure:

Christian RI may involve a variety of up-to-date teaching methods including storytelling, prayer, music, drama, craft, activity books, games, quizzes, video clips and puppet shows. Program resources are written by professional educators and are age-appropriate. Lessons are typically 30 mins in length.

Other Instruction:

Students are allocated to RI based on information provided by parents on the completed [Application for Student Enrolment](#) unless other written instructions have been provided to the school.

Note: *This information remains operational unless the parent informs the school otherwise in writing.*

Throughout the year parents can change their preference for their child's participation in RI or other instruction at any time by notifying the Principal in writing.

Students who are not participating in RI will be provided with other instruction in a separate supervised location. Other instruction must relate to part of a subject area already covered in class and may include, but is not restricted to:

- personal research and/or assignments
- revision of class work such as creative writing or literacy and/or numeracy activities which could include online programs currently accessed by the students of that school (i.e. [Reading Eggs](#))
- wider reading such as independent reading appropriate to the student

Parents will be advised of any changes to the RI and other instruction programs to ensure they are able to make an informed decision on their child's participation.

Reporting and Interviews

Communication between parents and teachers is vital to the success of each student's education. Communication between parents and teachers is assisted by:

- Open and regular communication by telephone or letter.
- End of semester reports, and twice yearly interviews.
- Impromptu and organised discussions between parents and teacher on a needs basis.
- Year 3 and 5 National Assessment Program Literacy and Numeracy (NAPLAN) that is released when available each year.

Sports

Inter-school Athletics and Cross Country meetings are organised by the Small Schools Sports Committee, held at varying times throughout the year. Successful competitors from these days compete at the Regional Sports at Maryborough. Students in Years 5 and 6 also participate in an interschool sports summer competition and winter competition against Maryborough and Cluster Schools. Various sports are decided by the Small Schools Sports Committee.

Support Services

Students with special needs have access to a wide range of support services offered by Education Queensland. These include a Support Teacher (Literacy / Numeracy), Guidance Officer, Advisory Visiting Teachers specialising in a range of disabilities, Speech/Language Pathologists and other personnel as deemed necessary. Their support roles vary from advising teachers in the

development of Individual Education Plans (IEPs), diagnosing types of learning difficulties and organising additional support. Students with disabilities are catered for by a range of specialists within our organisation.

Swimming

Students in all grades attend swimming lessons during Term 4 each year. Swimming is conducted at Maryborough Pool for six lessons. Qualified instructors and school staff supervise these lessons. Details of times, costs and transportation will be given at the beginning of the swimming term.

Toys

A child's toy is precious. We do not allow students to bring toys to school. Classroom teachers will establish procedures for show-and-tell items if required. Other valuable and attractive items such as portable iPods, iPads, etc. are not to be brought to school. The school takes no responsibility for lost/damage/stolen toys.

Visitors to School

All visitors to our school including community members and contractors must sign in and out at the school office on each and every visit.

Website

Our School website can be located at www.parkess.eq.edu.au. A range of school information is located here for you to peruse.