



## Fig Tree Pocket State School

Cubberla Street Fig Tree Pocket Q 4069

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Twitter @FigTreePocketSS

### School Attendance

Start School	– first bell	8:55am
	– second bell	9:00am
First Break	– eating	11:00am
	– play	11:15am
	– finish break	11:45am
Second Break	– eating	1:30pm
	– play	1:40pm
	– finish break	1:55pm
End of School	– home time	3:00pm

**Students arriving after 9am must be signed in at the office and collect a late slip.**

#### Every Day Counts...

FTPSS believes every school moment is important in your child's learning. Child/ren are to be at school on time and organised, ready to start the school day. Students who are absent for no reason or regularly running late to start, typically feel disjointed from the class routines and display difficulties settling in for the day. You can find out more reasons why every day counts [here](#).

**Absenteeism** – An explanation is required for every absence. Contact the school office via email or Qparents, providing their name, class, day or duration of time and the reason for absenteeism. Special written permission must be sought from the principal for more than a 10 day period. Contact the office for further information.

### Student Safety

Students should not to be at school unsupervised before 8:30am or after 3:20pm. Please contact the school office if you are running late for afternoon pick-up. OSHC is available should you need outside hours supervision.

**Late arrivals/Early departures** – All students arriving or leaving during school hours need to be signed in/out by a guardian at the school office. Arrangements for early collection must be made directly through the school office. Specialist appointments and other activities should be *booked for outside of school hours*.

**Outside School Hours Care** – is separate to the school, however, is run by FTPSS P&C in Cubberla Hall. Care is available for early arrivals and late departures – 6.30am start – 6pm finish. Ph: 3878 1330.

**Parents, Volunteers and visitors** – are required to report to the school office and sign-in prior to helping and sign-out at the completion of the activity.

**Behaviour** - FTPSS rules are:

- ✓ be safe
- ✓ be responsible
- ✓ be respectful

All rules and expectations are clearly displayed in every classroom. A copy of our Student Code of Conduct is found [here](#).

**Uniform** – FTPSS is a uniform school. Students should present themselves neatly reflecting pride in their school at all times. Nail polish is not to be worn. Formal uniform is for special occasions when requested. For safety reasons long hair is to be tied up and dangling jewellery is not to be worn. The uniform shop is open Tuesday and Thursday afternoons. A copy of our Uniform Policy is found [here](#)

**Sun-safety** - We are a 'no hat, no play' school. The FTPSS uniform includes a wide-brimmed hat that should be worn at all times when outside the classroom, including to and from school.

**Medication** – Any student requiring prescribed medication during school hours must report with the medication to the school office and a permission to administer the medication form signed by a parent. Medication can only be administered by staff if accompanied by a doctor's letter or prescription.

**Emergency contacts** – Ensure the emergency contact details for your child/ren are kept up to date. Contact the school office if you wish to check or change personal details.

**Emergency health plans** – Any student suffering from an allergy, asthma, diabetes or other life-threatening condition needs an up-to-date and specific management/action plan. Contact the office if you are unsure of what this entails.

**Smart Choices** – FTPSS is committed to the [Old Smart Choices](#) strategy for healthy food and drinks.

**Allergies** – We have students at our school who have severe anaphylactic reactions to food, substances and animals. Please help keep our school safe by considering our request for **nut free** lunches. Check with your classroom teacher or the office if you are supplying food items for the class or dealing with animals.

**Road safety** – There is a 40km speed zone around the school. The solid white line down the centre of the road indicates no u-turns within this area. Parents are asked to avoid using driveways to turn around as this endangers our students using the footpath.

**Parking** – Parents are expected to adhere to all BCC parking signs and restrictions around the school area. There is no stopping or parking along the yellow lined areas, in bus stops or across driveways at any time. A disabled parking space is available in the staff carpark. Please inform the school office if this is a requirement.

**Stop, drop and go zone – Loading Zone- Passengers only – 2 Mins Max – 8:00 – 9:00am & 2:30 – 3:30pm.** This is marked by BCC signs parallel to the school front fence of Cubberla Street. Parents are to remain with their vehicle during these times. Students enter or exit a parked vehicle from the footpath side.

**Wet weather arrangements** – Have an action plan for students when changes occur to school pick-up routines due to wet weather. Ensuring your child has a raincoat or umbrella in their bag and moves promptly to the pick-up area will ensure safety for all. All road rules and parking regulations remain applicable during times of wet weather.

**Bus travel** – Students catching the BCC 700 bus home in the afternoon assemble promptly at the main gate and are escorted to the bus by staff upon its arrival. This bus leaves school at approximately 3:10pm. Maps and times are available at [www.translink.com.au](http://www.translink.com.au).

**Pedestrian traffic** – Students are to walk on footpaths away from the road edge and use the supervised crossing at all times when walking to and from school. The crossing supervisor will indicate when it is safe to cross the road.

Entry and exit to the school grounds is by the pedestrian gates only. Students are not to climb trees, jump fences, nor access the carpark gates or staff parking area.

**Bike /scooter safety** – all parents and students riding to and from school must abide by the road rules. All riders must dismount whilst in the school grounds and when using the footpath areas directly surrounding the school during pick-up and drop-off times.

## Communication

**Whole school assembly** – Wednesday 2:30 – 3:00pm in Graham Hall. Parents are welcome.

**Student awards** – Each teacher nominates two student awards per week to be handed out at assembly. These are rewards for notable or consistent good behaviour or work habits. Teachers of the younger year levels make every effort to contact parents beforehand to enable their presence at assembly.

**Parent/Teacher** – Meetings are offered by teachers twice a year, at the end of first and third term. Any other communication may be made directly by email, through the office or at another mutually agreed time.

**Formal report card**- addressed to parents and sent home with each child at the end of each semester.

**Teacher email** – All teachers have an email account provided by Education Queensland. Parents are encouraged to use email to contact teachers to request advice or inform the teacher of incidental matters. Please expect a turn-around of at least 24 hrs as most school hours are spent dealing with your children on face-to-face

matters. Contact the office if you are unsure of a staff member's email details.

**Newsletter** – emailed as PDF on Thursday. The Newsletter alternates fortnightly with a Reminders flyer. Register your email address with the school office. Inclusions for the publication need to be received by midday Tuesday and approved by the principal.

**Website** – stay up to date with the school events calendar and important documents on our school website.

[www.figtreepockets.qld.edu.au](http://www.figtreepockets.qld.edu.au)

**X (previously Twitter)** - @FigTreePocketSS - set your devices to deliver instant notifications of impromptu events and reminders. This feed is linked directly to our website.

Permission for digital publication and Internet access is sought by the school through the Internet Agreement form upon enrolment and again in year 3.

## Organisation

**Uniform** – The uniform shop is located near the tuckshop. Order forms are available on the website and through [flexischools](http://flexischools.com.au).

Hours of operation: Tuesday 2:15 – 3:00 pm  
Thursday 2:15– 3:00 pm

**School books** - Booklists are distributed in Term 4 for the following year. Parents are also able to order directly through EDSCO: 07 3552 0700

**Tuckshop – First Break only** - Wednesday - Friday. Our tuckshop has online ordering available through [flexischools](http://flexischools.com.au).

Our tuckshop menu conforms to the [Qld Smart Choices](http://www.qld.gov.au/SmartChoices) guidelines and is available on our school website.

**Voluntary Family Contribution**- FTPSS is resourced by State Government funding to ensure basic core educational delivery to students. In order to provide enhanced educational opportunities or facilities we ask for an essential financial contribution to maintain and enhance technology, provide additional resourcing for subject areas and help maintain the running, servicing and replacement of our extensive air-conditioning systems.

Each family is asked to contribute to this scheme - \$95 per student. Payment may be made electronically or directly at the office.

**Lost property** – Lost items found around the school are placed in the baskets between the tuckshop and office walkway. Please encourage your child to visit these areas if an item is missing. All attempts are made to return **named or labelled** items. Lost money reported to the office and not collected is returned to the child who handed it in at the end of each term. Any lost items of value remain held at the school office.

## Extracurricular

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**Inter-house sport** – Upon enrolment, all FTPSS students are allocated a position in one of three sporting houses:

Currawong	- Yellow
Curlew	- Green
Kookaburra	- Red

Inter-house cross country, athletics and swimming carnivals are held throughout the year.

**Interschool sport**- Year 5-6 students participate in both a summer and winter calendar of sports held on a Friday from 11:00-2:30pm (5 weeks per semester). Students are invoiced for associated bus costs and affiliation fees.

**School camps and excursions** – Students in Year 4 and 5 attend a three day camp at a local site while Year 6 attend a four day camp in Canberra or Cairns. Due to the cost associated with the Year 6 camp, parents are asked to express interest early in the year with payment instalments requested throughout the first three terms.

All year levels may attend off-campus excursions throughout the year that support the term curriculum focus.

**Music** –

**Strings** - Mrs Fiona Loughed

**Concert Band** (woodwind, brass and percussion)  
- Ms Katherine Zorzetto

**Choir** - Mrs Rhonda Davidson-Irwin

An expression of interest for the Instrumental Music program is sent home to Year 2 students in Term 4. Rehearsals are held before school, lessons during school hours and performances throughout the year at a variety of other times.

Senior Choir (Years 4-6) and Junior Choir (Years 2-3) are open for all interested students. We expect students selected for extracurricular music programs to continue their involvement for the duration of their enrolment.

**School Library** – All year levels are timetabled a time in the library with their class. P-2 students may borrow one resource/book; 3-6 students may borrow two. The library is open most mornings from 8:30am and at lunch for additional borrowing and student visits.

**Chaplain** – FTPSS has a Chaplain, partly funded by the State Government. Chappy Lena assists in classrooms, getting to know the children and supporting the teachers, students and the wider school community. A student wishing to see the chaplain on an ongoing basis requires written parental consent prior to subsequent meetings.

**RI – Religious instruction** classes are delivered by volunteers in years 1-6 on Thursday afternoons 2:00 – 3:00pm. Permission to attend these lessons is sought upon enrolment. Should you not wish your child to participate please inform the office and alternative supervision will be made for this time.

**Swimming** – At different times throughout the year, learn to swim lessons will be offered to all students which are held at the Ambrose Treacy College swimming pool. Students are invoiced the cost for lessons and buses.

**Scholastic Book Club** - two age-appropriate catalogues are sent home each term. Purchasing and payment is made online and items delivered to the students at school. Participation in this program supports your child's literacy development as well as providing further resources for our school.

## Be involved

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**P&C** – The P&C supports the school, teachers, staff parents and students through fundraising events and social activities. They operate the OSHC, tuckshop and uniform shop. Become a member of our school P&C by completing the Parents and Citizens membership form available from the office -email [ftpsspandc@gmail.com](mailto:ftpsspandc@gmail.com).

**P&C Meetings** –The P&C meet in OSHC building, (Cubberla Hall) on the last Tuesday of every month from 7:00pm. The AGM meeting is held in Graham Hall as the first meeting of the year. Topics for discussion and special events are outlined in the P&C section of the school newsletter.

**Classroom volunteers** – At times, teachers may request volunteer help to support student learning in the classroom. Volunteers are required to report to the school office and sign-in prior to helping and sign-out at the completion of the activity.

**Tuckshop volunteers** – are always required and a great way to join the community and be a friendly face for your child. Nominate your preferred days with our tuckshop convenor. Volunteer forms are sent home at the beginning of the year. Due to safety and health regulations, children are not permitted inside the tuckshop area.

**Trading shop meetings** - Tuckshop and uniform shop convenors and interested parties meet to discuss questions, requests, products and budgets. Dates and venues are advertised in the school newsletter.

**Tennis court bookings** – 2 courts for hire both day/night. Please visit [TennisVenues.com.au](http://TennisVenues.com.au) for bookings.

## Curriculum & Assessment

**Year level Curriculum Framework** - Fig Tree Pocket State School's whole school Curriculum Framework is developed in alignment with the Australian Curriculum. A copy of our year level term overviews are available [here](#) on our website. More information on the subject area descriptors may be found [here](#).

**NAPLAN** - The National Assessment Program – Literacy and Numeracy (NAPLAN) is an annual assessment for students in Years 3, 5, 7 and 9 and tests skills in literacy and numeracy that are developed over time through the school curriculum. The assessments are undertaken during March in the areas of reading, writing, language conventions (spelling, grammar and punctuation) and numeracy.

A formal report is issued to each student who undertakes the test, indicating a band score and their achievement against state and national averages. More information regarding NAPLAN may be found [here](#).

**Early Start** – Teachers administer Early Start assessments in short student interviews at four points in time - On-entry to Prep, End of Prep, End of Year 1 and End of Year 2. With the information gathered from the Early Start tasks, decisions can then be made about teaching to meet your child's literacy and numeracy learning needs. More information may be found [here](#).



**Qparents** – Sign up to Qparents App or website to register using your personal invitation email and your child's EQ ID No. Use the App to pay invoices, register absentee dates and access student reports.

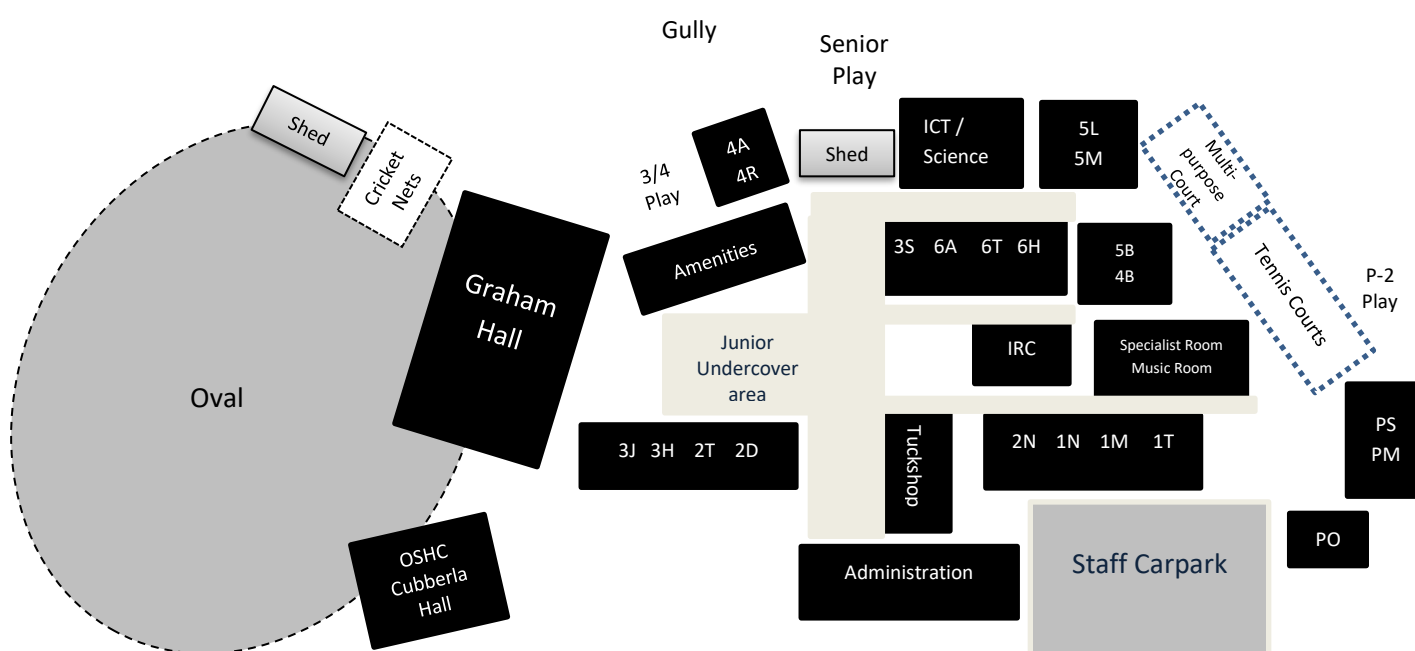
**Assessment** – teachers monitor student success and achievement throughout the day and across the term to direct further teaching and enhance student learning. This could be observational, work samples, conferencing with a student, questioning or test based. Students will undertake some form of end of unit formal testing or assignment/project based task resulting in an achievement on a 5 point scale from A-E.

A combination of assessment items is used to determine a final achievement grade on a student's report. This may include tests, oral presentations, written work samples or essay type responses.

## Useful phone numbers / websites

Fig Tree Pocket State School	3327 2111
OSHC - Outside School Hours Care	3878 1330
Tuckshop / Uniform Shop	3327 2166
School Watch – security issues	13 17 88
Tennis coach (Jason)	0423 339 492
Tennis court hire	TennisVenues.com.au
Rhee TaeKwon Do	0439 032 345
Brett Henschell Cricket	0458 026 224
Traditional Japanese Karate	0409 208 143
Chess Mates	1300 243 776
Duque Art	0402 521 619
Playball	0450 626 082
Bazil Grumble	drama.bazilgrumble.com.au

## 2023 School Map



Stop Drop & Go - 2 Min Zone

Cubberla Street