Confidentiality

All issues related to school are to be treated as highly confidential and should not be discussed outside of school—including all forms of social media such as Facebook.

If matters come to your attention that cause you concern please refer them to the class teacher and /or Principal.

Health, safety and security

We need to ensure that the school is a safe and secure working environment. Due care should be shown when moving about the school or when using specific resources. Should incidents or accidents occur please report them to your class teacher. In the event of an emergency please follow the directions of the class teacher.

How I can help

There are many ways you can help us within this school including utilising any areas of expertise or experience you have.

Key areas:
- Reading Volunteer Program
- Stephanie Alexander Kitchen Garden Program including:
  - Gardening
  - Cooking

Rockville State School
3 Holberton Street
Toowoomba QLD 4350
Phone: 4659 2333

‘a great place to learn’
Welcome to Rockville State School and thank you for offering support in our great little school.

This handbook is designed to provide you with practical advice to ensure your time in school is a happy and productive one.

In 2011 we have 4 classes:
- Prep & Year 1
- Year 2 & 3
- Year 4 & 5
- Year 6 & 7

We are also fortunate to be part of the Stephanie Alexander Kitchen Garden Program where our students have opportunities to grow and cook their own food.

We look forward to you joining our community and helping us strive for our goals of making Rockville State School—a great place to learn.

Thank you

Simon and the Rockville Team

School Times:
- Start of day is 8:45am
- End of day is 2:45pm

Upon arriving at school:
- Please report to the main office and sign in. This is essential as in the event of emergencies we need to account for all persons on site.
- Please wear the visitor’s/volunteers badge supplied.
- Please wait to be directed to the classroom area where you will be supporting.
- Please ask if there are any special arrangements that you should know about e.g. trips, visitors or events.

In classroom:
- Class teachers will direct you to specific tasks.
- Be firm but friendly with the children.
- Discuss any concerns you have with the teachers.
- Please be known by your title and surname e.g. Mrs Other.

Upon leaving:
- Please return your badge to the office and sign out.

What to do if...
- If you are unable to attend then please ring the office to notify us.
- A student is not following your directions—then speak quietly to the child to re-direct them. If this does not work then speak to the teacher.
- If I am not sure of the task/activity then please speak to the class teacher to clarify the task.
- Another parent asks you about what is happening at school—please re-direct all questions back to the school.

Our B Rules
Each classroom has a display of our B rules and we would ask you to become familiar with these.

Blue Cards
We encourage all volunteers, even parents, to have a Blue Card. All volunteers can apply for a free Blue Card through the school office.