

Ingleside State School



School Prospectus 2016

Acting Principal: Mr Crichton Roberts

Telephone: 07 55074331

Fax: 07 55338277

Email: the.principal@inglesidss.eq.edu.au

893 Tallebudgera Creek Road, Tallebudgera Valley 4228

Contents

SCHOOL PHILOSOPHY

School Motto	Page	3
School Emblem	Page	3
Mission Statement	Page	3
School History	Page	3
School Profile	Page	3-4
Code of Behaviour	Page	4-5
Rights & Responsibilities	Page	5

SCHOOL CALENDAR 2016

Term Dates- 2016	Page	6
Public Holidays	Page	6
School Events	Page	6

SCHOOL CURRICULUM

Key Learning Areas	Page	7
Excursions	Page	7
Library	Page	7
Project Club	Page	7
Religious Education	Page	7
Sport	Page	7

SCHOOL PROCEDURES

Arrival and Departure	Page	8
Attendance	Page	8
Book Club	Page	8
Book Lists	Page	8
Prep enrolments	Page	8
Family Information	Page	8-9
Fire Drill	Page	9
Homework	Page	9
Lost Property	Page	9
Mobile Library	Page	9
Parent Contribution	Page	9
Money Collection	Page	9
Newsletter	Page	9
Parent/Teacher Cooperation	Page	9
School Hours	Page	10
School Uniform	Page	10
Transfers	Page	10

HEALTH AND SAFETY

Dental Service	Page	11
Exclusion From School	Page	11-12
Medication	Page	12
Sickness and Accident	Page	12-13
Sun Safety	Page	13
Swim Shirts & Sunscreen	page	13
Visit by School Nurse/Immunisation.....	Page	13
Wet Weather	Page	13

THE SCHOOL AND COMMUNITY

Parents and Citizens Association	Page	14
Tuckshop/Project Club Food Day.....	Page	14
Communication with Your School.....	Page	14

SCHOOL PHILOSOPHY

SCHOOL MOTTO

"CONSIDER OTHERS"

SCHOOL EMBLEM



MISSION STATEMENT

Ingleside State School provides all students with the ability to reach their potential in a safe and supportive environment.

To complete this vision each child is given equal opportunities to participate in programs which are meaningful and will allow them to become productive and resilient members of the greater community.

SCHOOL HISTORY

Ingleside State School was established in 1892 at a site which is approximately one kilometre from where the school now stands and was known as the Westbury Provisional School. In 1909, the school was moved to its present site. The name was changed from Westbury Provisional School to Ingleside State School in 1926. Extensions to the original school building were carried out in 1962 and a second building constructed in 1990. An additional demountable, and new amenities block were added in 2002. A new classroom was built in 2004, and in 2010 a new Library was constructed.

A feature of the school is a large Camphor Laurel tree, which was planted in 1916 in memory of George Rand, a local resident who was killed at Gallipoli.

The forestry plot opposite the school was originally used as a paddock for the horses ridden to school by the students. Now, the land is a 'Land for Wildlife' and environmental area.

SCHOOL PROFILE

Ingleside State School was established in 1892 in the hinterland of the Gold Coast in the Tallebudgera Valley and services the immediate community of Tallebudgera and its adjoining suburbs.

Ingleside State School cares for the environment. We have school garden beds and an arboretum with endangered plants/trees.

Students:

The school caters for a wide cross section of children from a range of backgrounds and family situations. Enrolments have increased from eleven in the late seventies to eighty one in 2015. Eighty percent of students live in the Tallebudgera Valley and approximately twenty percent of the student population travel from other areas e.g. Currumbin, Elanora, Burleigh Heads, Varsity, Mudgeeraba, Nerang and Palm Beach.

In most years our student results on the Year 3 and 5 tests are comparable to or above the State and like Schools means.

Teachers, parents and students work collaboratively to ensure the school has a caring environment with limited student behaviour problems. Student disciplinary absence data is generally above the State and like Schools in this area.

School Staff:

School staff consists of a teaching principal, 3 primary teachers, 3 teacher aides, 1 administrative assistant and a cleaner. Support staff include, music, LOTE and physical education teachers, speech pathologist, a learning support teacher and guidance officer.

Community:

Ingleside enjoys a strong association with the community. Parents are involved in many activities including sport, art, gardening and reading. The Parents and Citizens Association meets on a monthly basis to collaboratively plan for the needs of the school. It is important that all parents attend these meetings and involve themselves in the schools decision making process.

Resources:

The school receives Government Grants as its primary source of income.

Facilities:

The school has four teaching blocks, which are set in well appointed grounds. A highset building houses the office, staffroom and storeroom. A demountable building has two teaching spaces. Children have access to a basketball/tennis court, oval and fort/play area. Two teaching classrooms and amenities block have been added to the school as well as an art centre and a new library building has also been added.

The school has computers (IBM) and Ipads in each classroom. Students have full access to the internet in each room and all students have their own email address. When students are enrolled, parents are asked to sign permission slips for their child/children to use the internet and email. The student/computer ratio is currently 1.7:1.

Curriculum Programs:

The curriculum encompasses the Australian Curriculum in English, Maths, Science, Geography and History across multi age programs. During 2015, class groupings consisted of: Prep, Year one, Year two, three, and Year four, five and six. Students in years four, five and six learn Japanese as the Language Other Than English. This is dependent on the class grouping each year. Specialist teachers provide instruction in Music, Physical Education, Religious Education and Learning Support. Additional extra curricula activities are offered when

student numbers permit. Depending upon enrolment numbers, class groupings could change from the current model.

Teachers, teacher aides and learning support personnel develop programs for children identified as needing support. This support encompasses a range of areas including the students social, physical, learning and emotional needs and utilises a number of programs e.g. Support-A-Reader, Support-A-Maths, and Developmental Assessment Team programs

Parent volunteers are important to the school and provide much assistance to staff and students. This year parents have helped with reading, art, environmental studies, end-of-year concert, excursions, winter fair, camps and sport.

CODE OF BEHAVIOUR **(See Responsible Behaviour Plan)**

- ★ Everyone will follow individual class rules;
- ★ The school community are to respect individual roles;
- ★ Everyone is expected to be courteous and polite towards the members of the Ingleside State School community;
- ★ School uniform is encouraged;
- ★ Everyone is to play and work co-operatively without violating each others rights;
- ★ Children must return materials and equipment both personal and school to the appropriate place;
- ★ Children should maintain a clean and tidy work and play area;
- ★ Care of sports equipment is expected;
- ★ Children are to stay within school grounds;
- ★ When playing, children are to stay in front of the demountable building, unless walking to the toilets;
- ★ Children are not allowed in classrooms before or after school and during break times without permission;
- ★ Children are to use the play equipment in a safe manner;
- ★ Spectators are to keep a safe distance from play activities;

- ★ Sports equipment is to be used in the manner designed;
- ★ Everyone is to keep their hands, legs and equipment to themselves (no physical contact);
- ★ Children are expected to follow bell times, class routine and school routine procedures;
- ★ Children are required to sit down for the first fifteen minutes of morning tea and lunch and do not play until asked to leave by the person on duty; and
- ★ In the interests of sun safety, no hat, no play.

RIGHTS AND RESPONSIBILITIES OF CHILDREN

Children have a right to

- Be and feel safe;
- Be treated with respect and fairness and as an equal by others regardless of race, gender, culture or religion;
- Express themselves, share ideas and opinions, ask questions and be listened to;
- Move safely and calmly around the school;
- Learn without interruption; and
- Use and share equipment in the school environment.

Children have a responsibility to

- Help others to feel safe and secure in the classroom and in the playground;
- Treat others with respect and consideration at all times;
- Listen to others and value their contributions and respect their opinions;
- Move safely and calmly around the school using the agreed guidelines and to the benefit of all;
- Help others to learn without causing distractions;
- Use equipment safely;
- Share equipment with others; and
- Respect and care for all belongings and resources and the school environment.

RIGHTS AND RESPONSIBILITIES OF PARENTS

Parents have a right to

- Know that my child is in a safe, supportive environment
- Be treated with respect and fairness by all children and adults
- Have the school communicate information about my children and the school in general
- To be kept informed about my children's progress
- Have my child learn to their full potential
- To know that my children are going to a school where pride in themselves, their school and their work is promoted.

Parents have a responsibility to

- Support the school in promoting a safe environment
- Treat everybody in the school community with respect and consideration. Respect the staff of the school and value their professional opinions
- Regularly keep in contact with the teachers and the school in general. Read school newsletters and to respond appropriately. Get involved with events and support school activities
- To support the education of my children, to make every effort to be kept informed and respond if there is a need. To be involved in the activities of the school. Respect the professional judgement of the teaching staff
- Act as a partner with the school in the learning process. To make every effort to understand the educational programmes being offered to my children.
- To encourage my children to be prepared for school and to take responsibility for their learning.

SCHOOL CALENDAR 2016

TERM DATES - 2016

School commences for students on

Monday, 25th January, 2016

TERM	TERM START	TERM END
1	Monday 25 January	Thursday 24 March
2	Monday 11 April	Friday 24 June
3	Monday 11 July	Friday 16 September
4	Tuesday 04 October	Friday 09 December

PUBLIC HOLIDAYS

- ❖ Australia Day Holiday ...Tues, 26 Jan
- ❖ Good Friday Friday, 25 March
- ❖ Easter Monday.....Monday, 28 March

- ❖ Anzac DayMonday, 25 April
- ❖ Queen's Birthday ... Monday
- ❖ Gold Coast Show
Holiday.....to be announced
- ❖ Labour DayMonday, 03 October
- ❖ Christmas Day ...Sun, 25 December
- ❖ Boxing DayMonday, 26 December

SCHOOL EVENTS

This is not a comprehensive list of school activities, but is an indication of some of the regular school events.

Term One:

- ❖ P&C Annual General Meeting

Term Two:

- ❖ Anzac Day
- ❖ Report cards
- ❖ Queensland Arts Council
- ❖ Naplan 3 and 5 assessment May
- ❖ Hinterland Small Schools Athletics Carnival

Term Three:

- ❖ P&C Winter Fair
- ❖ Hinterland Small Schools Netball/Soccer Carnival
- ❖ Seniors Week

Term Four:

- ❖ Hinterland Small Schools Swimming Carnival
- ❖ Queensland Arts Council
- ❖ Seniors school camp
- ❖ Prep orientation day
- ❖ Swimming lessons
- ❖ End-of-year concert
- ❖ Year 6 graduation day
- ❖ Report cards
- ❖ Ingleside Country Carols

SCHOOL CURRICULUM

KEY LEARNING AREAS

Ingleside State School caters for all students within an inclusive curriculum. The eight Key Learning Areas are:

- ❖ English
- ❖ Mathematics
- ❖ Science
- ❖ History
- ❖ Geography
- ❖ Health and Physical Education
- ❖ LOTE (Languages other than English - Japanese) - Years 6 & 7, some years this may be extended to Year 5
- ❖ Technology
- ❖ The Arts

EXCURSIONS

Excursions are organised from time to time to enhance the teaching programs. Excursions provide a wonderful opportunity to make learning more meaningful. Parents are often encouraged to provide transport for excursions and be involved in the event.

In years five and six, (depending on class grouping) the students attend a school camp, which is generally three days to a week in length.

LIBRARY

The Library Resource Centre has a substantial number of books, kits, pictures, audio-visual material, computer software and hardware.

Students are encouraged to borrow books to take home and to use the library for research and technology development. Books that are lost or damaged must be replaced or paid for by the parent.

PROJECT CLUB

A student project club is organised by the senior class. In addition to creating projects for the environment, students raise funds to support the learning environment at the school and to increase the schools resources.

RELIGIOUS EDUCATION

The school has instructors for the Baha'i Faith, Co-operative Christian (non-denominational) religions. On enrolment, parents are required to complete a Religious Education form, which nominates which religious education class your child is to attend. Students attend religions classes from year 1 to year 6. Prep students are excluded from religious education..

SPORT

The children play a variety of sports including tennis, cricket, netball, basketball, touch football, softball, soccer, swimming and athletics.

Swimming is conducted during term four. Students in Years Prep -6 travel by bus to the pool at Palm Beach, where qualified instructors teach the children.

When numbers permit private tennis instruction is available at the school. Parents can contact the school regarding the cost and requirements of the course.

Students in the senior class participate in inter-school sport during term two and four, numbers permitting. Participation in sport is dependent on the school having a teacher available to coach and on the willingness of parents to provide private transport. Students who do not behave appropriately may be asked not to attend sport, camps or excursions.

SCHOOL PROCEDURES

ARRIVAL AND DEPARTURE

The school day starts at 8.50 a.m. and finishes at 3.00 p.m. Students are required to be at school at 8.50 a.m. and be picked up promptly at 3.00 p.m.

Parents who arrive in vehicles to pick up students are asked to observe the road safety rules with regard to parking of vehicles and to use the back car park at all times. Parents are to use the drop off zone in the back car park to drop off, and pick up children.

Parents are advised that it is not practical to supervise children who arrive very early at school. Many teachers commence duty at an early hour, but their time is devoted to preparation of the day's work and it is unreasonable to expect them to undertake supervision duties at that hour. Children should not arrive at school before 8.30 a.m. All students who arrive at school prior to 8.30am must go to the Office and after 3.00pm students are required to stay with the teacher on duty at the collection area near the car park. Students not travelling on the bus are to be collected prior to 3.15p.m.

Once children are at school, they are not permitted to leave the school grounds (prior to the end of the day) only with the permission of the Principal. This will not be granted unless the child has a dated note of permission from his/her parent/guardian. **At all times parents are asked to notify the school if children will be going home with an adult other than the parent.**

Children are expected to be well behaved on the way to and from school, particularly on public transport. The school bus services the school, arriving at 8.00 a.m. and departing at 3.45 p.m.

Students who are late for school are to report to the office to collect a late slip, which is to be handed to the classroom teacher. Late arrivals generate a 0.5 absence on the school system if they are over two hours late.

ATTENDANCE

Each parent of a child who is of *compulsory school age* has the legal obligation to ensure their child is enrolled, and attends school on every school day for the educational program in which the child is enrolled.

To comply with regulations, parents are expected to provide a note of explanation regarding a child's absence from school. If a child is to be absent for more than ten days parents will need to complete an *Exemption from Compulsory Schooling* form.

It is vital that attendance be as regular as possible.

BOOK CLUB

The school regularly sends home brochures from companies. This is a service we offer to families. If any purchase is required, please have the order to the school by the date shown on the brochure. Payment can only be made by Credit Card or cheque. We acquire points for each order processed which means we can order free books for our school library which in turn benefits all students.

BOOK LISTS

To ensure children at each level have the correct books when they are needed, a school booklist is issued to each child prior to the close of the school year.

PREP ENROLMENTS

Children born 1 July 2010 to 30 June 2011 are eligible to enrol in Prep Class in 2016.

A Prep/Year one orientation day is conducted during the third term of each year.

FAMILY INFORMATION

Upon enrolment at the office, information is recorded for use in emergencies, e.g. address and telephone numbers of immediate contact.

To avoid serious distress for your child, it is essential that the information be kept up to date.

It will also save time and considerable inconvenience to school personnel.

FIRE DRILL

Evacuation drills are carried out each term to ensure teachers and children are conversant with correct procedures in the case of emergencies, such as fire.

HOMEWORK

Homework provides students with opportunities to consolidate their classroom learning, prepare for lifelong learning beyond the classroom and involve family members in their learning. The setting of homework takes into account the need for students to have a balanced lifestyle.

In the Prep Year, generally students will not be set homework. We encourage students to read or be read to by parents.

Homework in Years 1, 2 and 3 could be up to but generally not more than one hour per week.

Homework in Years 4 and 5 could be up to but generally not more than two to three hours per week.

Homework in Years 6 could be up to but generally not more than three to four hours per week.

LOST PROPERTY

Every effort is made to locate owners of lost property, but parents need to cooperate by having their child's name plainly marked on every article of clothing and on school books and materials. We are concerned that many valuable articles remain unclaimed because owners cannot be identified.

MOBILE LIBRARY

The Gold Coast City Council conducts a mobile library service. The van visits the school every second Thursday.

This service is available to all residents in the Tallebudgera Valley.

PARENT CONTRIBUTION

A parent contribution is requested each year of \$80.00 per child. This money forms part of our school budget and enables us to purchase resources for students to enhance their learning activities.

MONEY COLLECTION

Children are to deliver money for excursions, etc to the office preferably early morning. No money is to be left on the counter or with other staff members.

NEWSLETTER

Newsletters containing important information with regard to school matters are issued to the children fortnightly on a Friday, it can also be emailed or accessed on the schools web site. These are the major means of communication between the school and home.

Please ensure your child delivers these to you or you view them on the web site to keep you up to date with information about events or items regarding school procedures.

PARENT/TEACHER COOPERATION

Reporting and Assessment:

Present school policy allows for a dual system of reporting to parents on the subject of their child's progress:

Semester One:

- (a) P-6 initial parent information night
- (b) P-6 interviews end of Term 2, reports distributed.
- (c) Interviews/meetings on request

Years 3 and 5 students will sit for a standardised test in May each year in order to determine which students require learning assistance and to determine the achievement standards of students at this school in relation to the rest of the state.

Semester Two:

- (a) Interview Week 2/3
- (b) Written reports distributed for Years P-7
- (c) Years 3 and 5 end of Semester NAPLAN reports circulated.
- (d) Meetings on request.

SCHOOL HOURS

School bus arrives.....	8.00 a.m.
School begins	8.50 a.m.
Morning tea	11.00 - 11.45 a.m.
Lunch	1.15 - 1.45 p.m.
School day concludes	3.00 p.m.
School bus departs	3.50 p.m.

The school office is open from 9.00 a.m. to 3.00 p.m. daily.

SCHOOL UNIFORM

School uniforms are available from the school office.

Summer:

- Navy blue unisex shorts or navy blue skorts
- School t-shirt (light blue and navy) with school logo
- Socks
- Bucket style hat.
In view of the dangers of over exposure to the sun in Queensland, we feel it is our responsibility to consider protection when determining our school uniform. Government Policy and procedures recognise that hats with a brim of 10-12 cm or legionnaire type hats are adequate for protecting the head and face. As our school practice is "NO HAT NO PLAY", please take this into consideration when purchasing school attire.

Winter:

- As for summer or a navy blue jacket with school logo

Footwear:

- Suitable footwear (fully covered) must be worn at all times (thongs and sandals are not suitable footwear)

Jewellery:

- Jewellery is limited to the wearing of sleepers or studs (only) in the ears. No other jewellery should be worn.

TRANSFERS

A certificate of transfer is generated on the school system when a child transfers from one state school to another within the state

If a child transfers during the year, library books must be returned to the school.

HEALTH AND SAFETY

DENTAL SERVICE

Queensland Health provides the School Dental Service offering treatment to children from 4 years of age through until completion of Grade 10.

Child and Adolescent Oral Health Services pamphlets are issued to each child during the school year providing information regarding appointments for dental examinations.

Routine regular services are usually provided at a fixed clinic. Emergency or toothache treatment is available by contacting 1300 300 850.

EXCLUSION FROM SCHOOL

Children suffering from an infectious disease (chicken pox, measles, school sores, etc) may be excluded from school for varying lengths of time. Hereunder are extracts from the exclusion table provided and recommended by the National Health and Medical Research Council (NHMRC) 1992.

Note these are **minimum** exclusion periods. Ill children should not be sent to school.

Chicken Pox	Including shingles which is caused by the same virus.
Case	Exclude until the last blister has scabbed over. Note: some remaining scabs are not an indication for continued exclusion.
Contacts	Not excluded, except that children with immune deficiencies should be excluded for their own protection.

Conjunctivitis	Acute infections.
Case	Exclude until discharge from eye/s has ceased.
Contacts	Not excluded.

Diarrhoea	From unknown cause, rotavirus, giardia, salmonella or campylobacter
Case	Exclude until diarrhoea has ceased for 24 hours.
Contacts	Not excluded.

Head Lice	Parents are advised that it is their responsibility to treat the problem if it occurs. When there is an outbreak in the
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	<p>classroom, parents will be notified via the newsletter. If eggs are not removed, reinfestation will occur.</p> <p>Some myths and misconceptions about Head Lice:</p> <ul style="list-style-type: none"> ➤ Lice do not jump from one head to another ➤ The human head louse does not breed on animals, furniture, carpets, bedding, etc, and is not transmitted by them ➤ Lice are found in all social classes ➤ People with head lice are not 'dirty' ➤ Weekly washing of the hair with ordinary shampoo does not prevent or cure the condition ➤ Hair does not have to be cut short to aid in the eradication. All the action is at the scalp - the egg-laying, the hatching, the feeding, and the killing.
Hepatitis A	Was previously known as Infectious Hepatitis
Case	Exclude for at least 7 days after jaundice begins, and until a medical certificate of recovery is produced.
Contacts	Not excluded.

Impetigo	School sores.
Case	Exclude until treatment has commenced and exposed sores are covered with a dressing.
Contacts	Not excluded.

Measles	
Case	Exclude for at least 4 days after the rash comes out.
Contacts	Immunised contacts not excluded. Unimmunised contacts should be vaccinated within 72 hours or given gamma globulin within 6 days. If not, they should be excluded until 14 days after the rash appears in the last case in the school/centre.

Meningococcal Disease	Usually causes meningitis.
Case	Exclude until well.
Contacts	Not excluded.

Mumps	
Case	Exclude for 9 days after symptoms start.
Contacts	Not excluded.

Ringworm, Scabies, Lice (pediculosis), Trachoma	
Case	Exclude until the day after approved treatment starts
Contact	Not excluded.

Rubella	German Measles
Case	Exclude for 4 days after the onset of the rash.
Contact	Not excluded. Note: female staff of child bearing age should make sure they are immune to rubella. If uncertain of immune status, they should not come to work during epidemics.

Streptococcal Infection	
Case	Exclude until the person has had at least 24 hours of antibiotics, and they feel well.
Contact	Not excluded.

Tuberculosis	
Case	Exclude until public health authorities allow return.
Contacts	Not excluded.

Typhoid and paratyphoid fever	
Case	Exclude until a medical certificate of recovery is produced.
Contacts	Not excluded. Family contacts should not prepare or serve food (e.g. in a school tuckshop) until cleared by medical authorities.

Whooping Cough	(also called Pertussis)
Case	Exclude case for 14 days after the whoop begins, or for 5 days after starting a 14 day course with an effective antibiotic.
Contact	Unimmunised contacts under 7 should be excluded for 5 days after starting a 14 day course with an effective antibiotic. Children who do not take a 14 day course of antibiotics should be excluded for 14 days.

HIB Disease	Haemophilus influenza B infection - causes meningitis, epiglottitis and other diseases.
Case	Exclude for 24 hours after starting antibiotic.
Contacts	Exclusion not normally necessary, but prophylactic

	antibiotics may be needed. Medical advice is essential.
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Other diseases not requiring exclusion periods are:

Glandular Fever (infectious mononucleosis), Hepatitis B & C, Hand foot and mouth disease, HIV/AIDS.

MEDICATION

If it is necessary for your child to receive prescribed medication while at school, the following guidelines must be followed:

- **Only prescribed medication can be given. This applies to all medication, including products containing paracetamol e.g. Panadol, throat lozenges, eye drops**
- **Medication will only be administered when accompanied by a signed permission form available from the office, which has been approved by the Principal. Staff are authorised to refuse medication if guidelines are not met**
- **The medication must have the pharmacy label with the child's name, doctor's name and instruction clearly written**
- **Should any long term medication be required, a letter is required to cover the full period. Please see the office for details to be included in the letter**
- **Children requiring medication are to present themselves to the office. Staff are not obliged to locate the child**
- **Any queries, please consult the office**

SICKNESS AND ACCIDENT

If a child becomes too ill to continue work in the classroom, he/she is taken to the sick bay in the Administration Building where rest facilities are available. The Principal or representative, is advised and if it appears that the child is not going to recover in a short time, every effort is made to contact one of the parents or emergency contacts.

In the case where both parents are absent from home, and the child's condition worsens, medical attention may be sought.

There is a responsibility on the part of the parents to see that our school records are kept up to date as far as addresses and telephone numbers are concerned.

In cases of accident, when attention other than that which we can offer at school is required, we first attempt to contact a parent. In some cases treatment may be urgently required. Staff/ teachers then act as locos parentis and obtain treatment from outside the school.

SUN SAFETY

Hats:

Bucket style hats are to be worn in the playground and in outdoor lessons and activities. This is to establish health habits and to help prevent future skin cancer. Children not wearing hats will sit on the covered stair well.

SWIM SHIRTS AND SUNSCREEN

New requirements for state schools from 2008 are as follows:

- Swim shirts must be worn by Prep – year 6 students during all water-based activities including swimming lessons. The only exception will be that swim shirts do not need to be worn during races at school swimming carnivals. In these cases, spectators will be required to adopt a range of sun protection measures.
- If parents are unable to provide a swim shirt, students will be allowed to wear a t-shirt.
- All state schools will be required to provide a broad-spectrum, water-resistant sunscreen of SPF 30 or better for students to apply on uncovered areas of the skin during outdoor activities.

VISIT BY SCHOOL NURSE

A Nursing Sister from the State Department of Child Health visits the school annually to examine vision, hearing and spines of the children at specified year levels. Where impairment is identified, parents are notified so that further medical advice may be sought.

An immunisation clinic visits the school periodically for school students. Permission slips are sent home prior to the visit.

WET WEATHER

In the case of rain or other inclement weather, children are required to stay in the library area under the supervision of a staff member. During this time students may play a game, watch a video or complete classroom work.

THE SCHOOL AND COMMUNITY

PARENTS AND CITIZENS ASSOCIATION

Membership of the association is open to all parents and other interested persons. Meetings are held on the third Wednesday of each month in the school library. Office bearers are elected at the Annual General Meeting in February. The association aims to improve educational facilities by the provision of additional materials and equipment not supplied by Education Queensland. The Association also works with the Principal and the Department of Education, Training and the Arts with Grounds requirements for the school. Often the P&C Association is asked to discuss school policy and have input into the decision making process e.g. School Annual Operational Plan and Budget.

A good school greatly depends on an active and interested Association.

TUCKSHOP/PROJECT CLUB FOOD DAY

Tuckshop is provided on Thursdays (subject to P&C decision each year) at morning tea and lunch time.

Tuckshop days are run by the P&C and school Project Club and parents are asked to help from time to time (e.g. cooking cakes, etc). The Tuckshop service not only raises funds for the students but also provides the children with the opportunity to have a cooked lunch.

COMMUNICATE WITH YOUR SCHOOL

Worries:

Worries about your child at school usually arise through lack of information or misunderstandings.

They can grow into bigger issues if we don't do something about them.

Steps you can follow:

- Have your child explain the issue that is worrying him or her
- Be careful not to make judgements about the matter

- If there appears to be a problem, in the first instance, contact the school to make an appointment for you to see the teacher
- Make a list of points and any questions you have

At the Interview:

- Relax - the person you are meeting has your child's best interests at heart
- State your points as clearly as you can
- Hear the teacher's view of the issue
- Ask for more details if something is unclear
- Summarise the main points with the teacher and work out an action plan together:
 - What he or she will do
 - What you will do
 - What your child will do
 - By when
 - How you will keep in contact
 - When you will talk again
- If you still have reservations, decide if you now need to make an appointment to see the principal
- After this second interview allow some time to reflect on what took place

Points to Remember:

Teachers need to know something is worrying you before they can help

Events are often seen differently by different people

All parties should remain calm. This way problems can be solved

Many problems can be addressed quickly but some take time

We are all on the same team. We need to talk things over

Often we have different understandings of what we see and hear

Respect for one another plays an important part in problem solving

Keep an open mind.

NOTES

ABSENCE NOTE/LATE NOTE

(To be handed to office on arrival)

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As parent/caregiver of

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UPDATED PERSONAL INFORMATION

FAMILY NAME: _____

ADDRESS: _____

HOME PHONE NUMBER: _____

WORK PHONE NUMBER: mother _____ father _____

MOBILE PHONE NUMBER: _____

OTHER EMERGENCY CONTACTS:

NAME: _____ RELATIONSHIP TO STUDENT: _____

PHONE: _____

NAME: _____ RELATIONSHIP TO STUDENT: _____

PHONE: _____

Signed by parent/caregiver: _____

Print Name: _____

Date: _____

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Signed by parent/caregiver: _____

Print Name: _____

Date: _____

STUDENT DEPARTURE CHANGE
DETAILS

(To be handed to office on arrival)

Date.....

Today my child/children.....

will be going home with:

Name

Relationship to child:

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