

# PARENT INFORMATION HANDBOOK



*Imagine Create Achieve*

*BE SAFE BE A LEARNER BE KIND AND RESPECTFUL BE RESPONSIBLE*

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## WELCOME TO MOOLOOLABA STATE SCHOOL

Mooloolaba State School is one of the founding schools on the Sunshine Coast. Over the years, it has made a significant contribution to its community through developing children's knowledge and skills enabling them to be active, participating and valuable members of the community.

The school provides exciting, engaging and supportive learning experiences based on the Australian Curriculum. We strive to have all students develop their ability to self-manage their behaviour and learning with the guidance of an experienced and professional staff.

Our school motto:

*Imagine Create Achieve*

Just five minutes' walk from the famous Mooloolaba Beach and set in over four hectares of open and shaded grounds, Mooloolaba State School provides excellent educational, cultural and sporting programs for children from Prep to Year 6. Our grounds boast two large sporting ovals, three adventure playgrounds, a multipurpose court, two outdoor performance spaces, multi-purpose hall and a state-of-the-art library and resource centre.



With smaller enrolment numbers than nearby state and private schools, Mooloolaba State School offers room for your child to learn and play in a safe, healthy and friendly environment. Our educational and extra-curricular programs make excellent use of these facilities.

Mooloolaba State School works closely with the highly acclaimed Mountain Creek State High and Maroochydore State High to ensure a seamless transition from Yr 6 to Yr 7.

### Learning for the Future

Mooloolaba State School embeds STEM (Science, Technology, Engineering and Maths) across many key learning areas. Our students enjoy a computer to student ratio of better than 1:3, and have access to banks of iPads and laptops to support the demands of ICT. The school has a dedicated computer lab, a dedicated robotics suite, and the latest in interactive electronic whiteboards or touch screen TVs in every classroom and teaching space.

### Building Positive Relationships - *Mooloolaba kids care for each other and look after each other.*

Mooloolaba State School offers an experienced teaching team that values your child and our community. Our experienced teachers provide quality education programs that are supported by a dedicated administration team.

The school strives to provide programs that meet the needs of local families. Mooloolaba State School is an integral part of the local community. We look forward to getting to know you and working with you and your children.

## OUR HISTORY

Mooloolaba State School was first opened in 1933. Naturally, the school in those early years was much different to the school today. Originally the school had only one main building (A Block) which is located facing Meta Street. This building still exists today but has been extended over the years.

In the early days, Mooloolaba was a coastal fishing village with enrolments at the school of under 50 pupils. With major developments occurring over the years, at the start of 2019 the school had over 700 students enrolled.



## GENERAL DETAILS

<b>Principal:</b>	Mr John Turner
<b>Deputy Principal:</b>	Mr Stephen Taylor, Mr Paul Little
<b>Postal Address:</b>	PO Box 225, Mooloolaba Q 4557
<b>Phone:</b>	07 5457 7222 07 5457 7260 <b>Absence Line</b> 0427 016 460 <b>SMS Absence Line</b> 07 5457 7227 <b>Tuckshop</b> 07 5457 7224 <b>After School Care</b>
<b>Website:</b>	<a href="http://www.mooloolabass.eq.edu.au">www.mooloolabass.eq.edu.au</a>
<b>Email:</b>	admin@mooloolabass.eq.edu.au

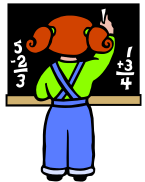
## SCHOOL ADMISSIONS

### Prep Enrolments

The Education (General Provisions) Act 2006 is outlined as follows:

*Enrolment in Prep – the child must be 5 years or older on or before 30 June in proposed year of attendance.*

*For the purpose of the enrolment of a child, the Principal requires a parent to produce documentary evidence of date of birth of that child.*



## SCHOOL ORGANISATION

### Daily Routine

First Bell	8.45 am
Morning Session	8.50 am to 11.00 am
Morning Tea	11.00 am to 11.40 am
Middle Session	11.40 am to 1.00 pm
Lunch	1.00 pm to 1.40 pm
Afternoon Session	1.40 pm to 3.00 pm

This school requests that children should not arrive before 8.30am and should be collected by 3.00pm. Please ensure your children are not at the school outside of these times. Sports equipment should not be used before school or the adventure playground. Teachers have the authority to implement consequences school children for breaches of school rules while students are travelling to and from school.

### Class Groups

The composition of individual class groups and the allocation of teachers to particular classes is decided by the Principal following consultation with teachers and specialist teachers. These are very complex decisions with students' abilities, students' interactions with others and teachers' strengths being some of the determinants in the composition of class groups and the allocation of teachers. As the decision regarding the composition of class groups is a complex issue requiring careful consideration it is unlikely that students will be changed to another class following a request.

### House Groups

All children and teachers are divided into three houses for competition in sport, art and academic subjects. All children in the same family will be placed in the same house where possible. House captains for the year are selected at house meetings held in the previous year, then assigned to a classroom.

## Homework

Most children will have some homework to do over the week. This gives the student a chance to revise and consolidate what has been taught and to gauge their understanding of a concept.

Typical homework tasks may include, but are not limited to:

- Daily reading to, with, and by parents/caregivers or other family members;
- Preparation of projects or materials for oral presentations;
- Opportunities to write for meaningful purposes;
- Consolidation of classroom work eg number facts, spelling, maths, etc.
- Conversations about what is happening at school.

The following guide has been set to assist parents.

- Prep Year: students in Prep will generally not be set homework.
- Years 1, 2, 3: Up to 1 hour each week.
- Years 4, 5 & 6: Up to 2 – 3 hours each week.

If parents find that their child is having difficulty completing homework tasks within the set time limits they should bring this to the attention of the class teacher.

It is essential that parents support their children by supervising home studies, as parental interest and encouragement with homework is of great assistance in establishing sound study habits. Parents can also help by:

- Reading to their children, discussing the story and encouraging them to read daily.
- Helping to complete tasks by discussing key questions.
- Encouraging students to organise their time and take responsibility for their own learning.
- Helping to balance the amount of time spent completing homework, watching television, playing sport etc.

Where homework is continually not completed, parents will be contacted.

## Toys

Students are not permitted to bring toys or sports equipment to school as they can easily be broken by other students or cause injury to other students.

## Mobile Phone & Electronic Equipment



Generally, students should not need to bring a mobile phone or other electronic equipment to school or have a mobile phone or electronic equipment whilst at school. If however, parents feel it necessary for their child to have a mobile phone from time to time for safety purposes on the way to and from school, then upon arrival at school the phone/electronic equipment is to be turned off and handed to the office for safekeeping. It can be collected after 3:00pm. Parents are advised that mobile phones or electronic equipment brought to school are brought at their own risk.

## Religious Instruction

The school runs a non-denominational program which focuses on learning about values and fundamental teachings that are common to varying doctrines.

All religious education teachers visiting the school have been approved by Education Queensland.

## School Watch Program

This community based program seeks to safeguard the school from vandalism, break and enter and other unlawful activity. People are asked to ring **131788** to report any suspicious activity. Signs are placed on all entry points advising of the government's trespass laws and the School Watch Program.



## Library

Our library resource centre has a fully automated database of resources and books available for use, including Internet access. Programs and contracts to support these technologies are under constant review and development.

The school gives high priority to the development of students through the use of the library in order to:

- encourage children to learn the fundamental skill of finding information for oneself,
- provide a place of enjoyment where the student can find books which will extend their experience, absorb them in story, give wings to their imagination and develop their sense of humour.

The borrowing period for books is two weeks, whilst non-book material is available overnight. Extensions to loans may be made unless the material is on reserve for another borrower. Parents are asked to encourage students to care for the books or resources they borrow. Students in Prep, Years 1 and 2 require a library bag before resources can be borrowed. Parents will be asked to reimburse the school for lost or damaged books.

Children's Book Week is celebrated annually, with other focus activities being the Readers' Cup, Author and Illustrator visits, and an annual Book Fair.

## Attendance and Absence

A reminder to all parents that the attendance of all school-aged children is compulsory. Parents are reminded that children are only permitted to be absent from school for the following reasonable excuses:

- sickness
- temporary or permanent infirmity
- an unavoidable cause
- fear of infection with disease

Parents are encouraged to time their family commitments outside of school hours. Our objective is to maximise learning via a high rate of attendance.

**Any absence from school can have a detrimental effect on academic performance.**

**Notification of Student Absences** - The school will notify parents and caregivers by an SMS on their mobile phones if students are absent or late to school without reason. This occurs each day starting at approximately 10:30am. It is parents and caregiver's responsibility at all times to provide current mobile numbers to the school.

As part of our School Management System which is regularly downloaded to Brisbane, all unexplained absences will appear in reports. It is therefore important that we receive a note from parents to explain these absences. This note is required to satisfy legal requirements and must detail the specific reason for absence. Unfortunately a note which only advises that the child was absent on a particular day will not suffice. Notes explaining student absences should be handed to the child's class teacher or phone the school absence line 54577260 or by return SMS if an absence message has been received.

Parents are also required to advise the school in writing if their children are to be absent for **five days or more**.

When a student is absent, or plans to be absent, for more than 10 consecutive school days for any reason, the parent is required to complete an "[Exemption from Compulsory Schooling](#)" form which can be obtained from the school office. This form will be signed by the school Principal and kept on file at the school.

**Late Arrival:** On arrival, any time after 8.50 am, it is required that the parent/caregiver provide details of the reason for late arrival. This can be done in person, by phone or in writing. A late slip must be obtained from the office by the student and then given to their classroom teacher.

**Early Departure:** If a student must leave early to honour a commitment that is unavoidable, parents must obtain an early departure slip from the office where they will be required to show identification. Students leaving the school grounds unescorted by parent/carer is generally not permitted.

## Animals in the School Grounds

**No pets are allowed on the school grounds.** Parents owning dogs should be aware of the Maroochy Shire Council's bylaws on dog ownership, and take full responsibility for the control of their dogs. Due to the risk of dogs attacking students on the school premises Maroochy Shire Council will be contacted to collect and impound any dogs entering the school grounds.

## Tuckshop

Our tuckshop is staffed by tuckshop convenors and voluntary parent helpers operate Monday, to Friday, supplying wholesome food and drinks at reasonable prices. A menu and price list will be distributed at the beginning of each year.

Online ordering is the preferred ordering system and orders must be submitted by 9.00 am.

<https://www.quickcliq.com.au/parents/placeorder.aspx>

Parents are urged to volunteer for the tuckshop roster, as your assistance would be greatly appreciated. To do this simply visit our tuckshop and ask to speak to the convener.

## COMMUNICATION

### School Assemblies

A whole school assembly is held in the school hall every Wednesday morning at 9.00 am. Students sing the National Anthem, messages are disseminated to students and awards are presented. This is a good opportunity to bring the school together as a whole. Parents are invited to attend these assemblies.

### School Newsletter - Wavelengths

Each month, relevant school notices and community items are distributed in our school on-line newsletter "Wavelengths". Charitable or community groups wanting to include articles in the newsletter are asked to request the Principal's permission for inclusion in the newsletter, and to have the item written out fully and signed by an office bearer of the association. This is to be handed to the school. Advertising is also available and links are found in every issue of Wavelengths.

### Parent Class Representatives

Each class has a parent representative that provides an excellent means of communication between teachers and parents through email. Notes, reminders, general year-level information and class-specific information is disseminated through these email groups. Each year, every class calls for a volunteer parent that is happy to take up this role.

### Contacting Teachers

Parents are encouraged to email teachers or visit them directly if any problem arises. Teachers are usually available at school from 8.30 am and after school.

Interviews and telephone messages should, in the first instance, be made through the school office. It is not practical either to call teachers to the telephone or to delay the work of a teacher and the class by seeking an interview during class time. If necessary, please call the office. They will then advise when the matter can be dealt with by the teacher without disrupting the class. This does not apply to simple communications with class teachers.

### Parent Concerns

We are keen to talk with parents about students' progress and problems. Often what seems a complex problem is easily settled by a discussion with the teacher concerned. It is best to contact the school beforehand to arrange a suitable time as teachers are unable to arrange interviews or take phone calls from parents during teaching sessions.

If you have any concerns that you would like to discuss with the Principal or Deputy Principal, then please make an appointment through the office. It is hoped that parents take the opportunity to resolve class related issues with the classroom teacher before contacting administrative personnel as the school really supports open communication between parents and teachers.

## Messages to Students

Only extremely urgent messages will be disseminated to students from parents. Due to the school's inability to confirm the authenticity of callers, the school will not pass on messages advising students to go to another location in the afternoon or to go home at times during the day. Parents who need to communicate this information to their children should arrange for a friend to collect the student from school.

## SCHOOL REQUISITES

### Stationery

A separate list of stationery requirements for students in Years Prep to 6 will be issued during the last weeks of school. Parents need to ensure that these items are replaced regularly. Please ensure all items are clearly marked with your child's name and class. All items of stationery are available from the school tuckshop.

### Resource Levy

There are many costs associated with providing quality educational opportunities which all students deserve. Mooloolaba State School offers a Student Resource Scheme (SRS) as an economical alternative for the provision of high quality resources for their students. SRS is organised by the school, operates under the policy and guidelines of the Department of Education, Training and Employment (DETE), is approved annually and endorsed by the P&C Association.

### Resources covered are:

- ICT access (including internet) and electronic reference materials such as software programs, on-line programs, digital cameras, video cameras, headsets, printing and ICT consumables.
- Class sets such as HPE, Music and LOTE Resources
- Teacher prepared booklets
- Reproduced class workbooks and worksheets prepared by the teachers
- Science and cooking consumables
- Online LEXILE reading scheme licence
- Use of classroom IPADS and apps
- Sports equipment
- Soundwaves online licence
- PAT Reading online licence
- PAT Maths online licence
- Cars and Stars Booklet and online licence

## SCHOOL UNIFORM

Mooloolaba State School is a **'uniform'** school and it is expected that students at the school will abide with this policy that has been established in consultation with the Parents' and Citizens' Association. The uniform has been designed and ratified by the parents.

We request each parent's support in this area because the wearing of uniforms:

- should prove long wearing and economical, provided students change into other clothes after school;
- benefits students in that they learn to present themselves neatly and appropriately and they learn to take pride in their appearance and the school they represent;
- encourages identification with the school and promotes school spirit;
- fits the sun safety requirements and is appropriate for school activities; and
- reduces distractions caused by variations of dress and grooming.

Every student is expected to wear the correct school uniform every day. Our uniform is simple, smart, practical and relatively inexpensive. We hope that every student who attends Mooloolaba State School is proud to be associated with our school and therefore keen and happy to wear the uniform correctly.





**Summer Uniform:** Royal blue polo t-shirt with collar and school logo on upper left and black shorts, skirts culottes. Collar and sleeves have white bands. Younger children can wear the cotton dress.

**Winter Uniform:** Royal blue zip up long sleeved jacket with school logo available from the school tuckshop. All uniforms detailed previously are completed by white socks, broadbrim school hat and black closed-in shoes or runners

**Wearing of Hats:** In accordance with Cancer Council guidelines, children must wear broad-brimmed school hats (available at the school tuckshop) when outside. The school has a “NO HAT – NO PLAY” policy in effect to restrict exposure to the sun. no correct hat, no play.

**Footwear:** All students are required to wear correct footwear for their own protection, to comply with school safety standards. Footwear may include joggers or shoes that are fitted. It does not include such items as thongs or masseurs. Shoes with rollers are strictly banned. Shoes should be black, no coloured laces with short white socks.



**Jewellery and Makeup:** Due to safety considerations, jewellery other than watches and simple sleepers for students with pierced ears must be worn at school. Students should not wear makeup as the school’s main focus is education. Jewellery and makeup can be stolen and does not improve a child’s ability to learn. Children are not to have extreme piercings (i.e. ‘fleshy’s) or extreme hairstyles, colouring or rat’s tails.

## Lost Property

**All possessions should be clearly named.** Lost property which is available for your inspection is kept in a box near the Administration Block. The lost property is displayed to the children on a regular basis, however very few articles are ever claimed. Labelling your children's clothing will enable quick identification. All items not claimed before the end of each term are sent to charity.

## SCHOOL CURRICULA

A broad range of curriculum is offered at Mooloolaba State School, however, all curriculum is within ACARA Guidelines, for further information go to [www.australiancurriculum.edu.au](http://www.australiancurriculum.edu.au).

## LEARNING TECHNOLOGY AND ICT

Our air-conditioned Computer Lab operates with 28 networked computers with Internet access and all classes have access to this facility. All students who use the internet must have a signed permission form from parents. Teachers are supported in the implementation of work units to provide positive learning outcomes for students. Banks of iPads and laptops, along with library access to computers and laptops are also available for classes to utilise.

## MUSIC PROGRAM

Our school offers a comprehensive music program that provides children from Prep to Year 6 the opportunity to develop their musical abilities. Delivered by specialist teachers, the music program encompasses classroom music lessons, instrumental music, recorder ensemble and multiple choirs.

### Classroom Music

Every child in the school receives a weekly specialist music lesson. In lower grades, lessons revolve around the use of singing voices and percussion instruments. Middle and upper grades, while also having a strong vocal focus, are introduced and taught to play instruments including the recorder, xylophone/glockenspiel, ukulele and acoustic guitar. Irrespective of grade level, all children are taught the fundamentals of musical notation so that they have the opportunity to become literate in the reading and writing of music. Throughout the grade levels children are exposed to a variety of musical styles and taught music appreciation. Performance is also a pivotal part of the program and is a common thread that runs throughout the year levels.

## Choral Program

Our school has an active choral program and a long history of choral excellence. The school currently operates two choirs: **Dolce Coro** (Italian for sweet choir) and **Bella Voce** (Italian for beautiful voice). **Dolce Coro** is aimed at year 3, 4 and 5 students whereas **Bella Voce** is primarily for year 5 and 6 students. Any overlap in grade level is due to the fact that during the course of the year, choir members who are socially and musically ready may be given the opportunity to move from **Dolce Coro** to the more advanced and generally more senior **Bella Voce** choir. Both choirs perform regularly throughout the year at events including school assemblies, end of year Twilight Concert, Eisteddfods, community functions and retirement villages.

Acceptance into choir is based on singing ability, behaviour and attitude and previous choral involvement. A levy (currently \$15) is payable by all participants to help cover the costs of professional accompanying fees and the purchase of choir scores.

## Instrumental Music

Our school offers two diverse instrumental programs: **Strings** and **Woodwind/Brass/Percussion (Multi)**. Each program is delivered by visiting specialist instrumental instructors who conduct weekly small group lessons in addition to larger ensembles/bands for students who have attained more advanced skills.

The strings program caters for children in years 3 to 6 and involves the learning of either the violin, viola, cello or double bass whereas the multi program is open to children in years 4 to 6 and involves instruments including percussion, trumpet, trombone, flute, clarinet and saxophone.

Entry into the instrumental music program is on the basis of merit. Merit criteria include classroom music results, physical attributes of the child (e.g. shape of mouth for wind instruments, size of the student etc), behaviour and attitude, classroom teacher feedback and family support. For more detailed information about either instrumental program, including costs, please see the **Instrumental Music Policy**.

## Recorder Ensemble

The school operates a recorder ensemble for advanced players in years 5 and 6. Over the years our Recorder Ensemble has won countless awards in competitions such as the Sunshine Coast Eisteddfod. Players within the ensemble also have the opportunity to further their skills by becoming soloists and part of a duet.

## EXTRA-CURRICULA

Mooloolaba State School provides an extensive list of extra-curricular opportunities for students including: Readers Cup, Debating Club, Junior & Senior Choirs, Year 6 Guitar Lessons, Instrumental Music, Surf Education, Swimming Lessons, Beach Fun Run, Year 5 and 6 Camps, Young Scholars, Maths Club, Days of Excellence, Robotics program, Chess Club, After School Art program, Kids on Keyboards and more!

## SUPPORT SERVICES

A guidance officer visits the school two days per week. When learning or behaviour issues become apparent with children, the guidance officer is consulted. As a result, following the consent of parents, students may be assessed to establish a remedial program which parents and teachers may follow. In some cases, special arrangements are made for students to be taught by the school's support teacher - learning difficulties, speech therapist or other support personnel.

### How parents can help:

- encourage them to listen attentively to others;
- help them to learn new words by explaining meanings of words of interest that are heard or seen by them;
- take them on visits to friends and relatives; to places of interest such as museums, zoos and concerts;
- encourage them to read, and talk to them about what they have read, and read stories to them;
- encourage them to be selective in their choice of radio and television programs;
- provide opportunities for letter writing to penpals, relations and friends;
- let them see that you value reading by reading yourself.
- providing balanced meals, particularly a nutritious breakfast;
- encouraging good personal hygiene;
- ensuring that their children experience a balance between sleep, rest and recreation;

## Camps & Excursions

Excursions and field studies form an important part of the school curriculum and most students could be expected to be involved in these during the year.

A charge to cover transport costs and entry fees are usually involved, and parents will be asked to complete a permission form for each trip undertaken. Should there be financial difficulties within the family, please contact the Principal so that arrangements can be made for the student.

Excursions over the year are listed below. They are currently under review and subject to change:

**Year 6:** Camp - Maranatha, Surf Education, Swimming Carnival

**Year 5:** Camp – Mapleton Recreational Centre, Surf Education and Swimming Carnival

**Year 4:** Australia Zoo , Swimming & Swimming Carnival

**Year 3:** Swimming, and Buderim Forest Park

**Year 2:** Swimming and White Ridge Farm

**Year 1:** Swimming

**Prep:** Swimming & Historical Museum

Prep to Year 6 classes also participate in QLD Arts Council Performances and Year level excursions each year. At times these may vary to meet changing needs and educational programs.

## Refund of Monies

Any refund of monies must come via the school office where a “Request for Refund” form must be completed. Reason for the refund must be legitimate and depending on the amount may be made by cash or cheque. A refund may be offset against ongoing business at the request of the parent but NO refund will be made where the account has an overdue amount.

## STUDENT COUNCIL

Representatives of the Student Council are elected from Years 5 and 6 to represent and liaise with each class in the school. The Student Council permits students to contribute to the decision making process at the school and to improve the school. Projects such as landscaping projects and line-marking the covered play areas for games have been undertaken.

## STUDENT ASSESSMENT

### Formal Reporting

A formal written report is provided to parents with details of assessment and test results at the end of Term 2 and Term 4. Parent teacher interviews are also offered at the start of Term 3 after the Term 2 report. However, we are keen to talk with parents about your child’s progress at any time.



## TRAVEL TO SCHOOL

### Stop Drop and Go

There is a dedicated SD&G section along Meta Street where parents can drop off and collect students each day. Please do not leave your vehicle when stopped in this area, and do not park for longer than indicated. Police regularly patrol this section.

### Parking

Only authorised vehicles are permitted to enter the school grounds. Vehicles are not to enter the grounds for the picking up and setting down of children at any time without permission of the Principal. A boom gate operates at peak times. If you require special consideration for vehicle entry during these times, please contact the office.

## Riding of bicycles

Children are encouraged to ride their bicycles to school. Bicycle racks and a lock-up are provided for the children's use at the school. Bicycles are not to be ridden in the school grounds. Please ensure your child has a lock for their bike so they can be secured.

Please ensure your child can ride a bicycle/scooter correctly, know the road rules completely and have a roadworthy bicycle before you allow them to ride to school.

## Delivery and Collection of Prep Students

Parents are responsible for the delivery and collection of their children to and from Prep. If a person other than the child's parent is to do this, then the Prep teacher or Office must be advised in person or in writing. At no time is a child to be left at the gate - they must be brought to the classroom.

## CHILDREN'S HEALTH

### Peanut and Nut Free School Environment (20 October, 2007)



#### The Policy:

Parents are requested not to send, nor students consume, products that contain any nut as an ingredient. This policy includes food consumed whilst attending school and any school-related function or event.

#### The Rationale:

Currently there are several students who have life-threatening allergies to nuts (in most cases specifically peanuts) and products that contain nuts. Some students only have to be exposed to a surface that a nut product has touched and a reaction can occur, usually with severe consequences leaving staff with only a matter of minutes to access medical attention.

This will affect many people in some small way but most importantly it will remove a life-threatening item from the school environment for some students. The school's tuckshop menu is also peanut and nut free.

#### Dental Clinic

The school dental service provides free dental care to all children of school age. A qualified dentist and nurse visit the school routinely to provide dental care. No treatment is provided without parental consent.

#### Head Lice

Regularly inspect your child's head thoroughly for the presence of head lice or eggs (nits) near the scalp. Particular areas to inspect are the nape of the neck, under fringes and behind ears. If eggs are found closer than 1.3cm to the scalp (this is a sign of active infestation) treatment with a special shampoo or lotion is required. It is considered that any egg found more than 1.3cm from the scalp is either dead or hatched. Notify the school if your child is affected so that a note can be sent out to all students in that class. Tie your child's hair back if it is long.

It is the expectation of parents/carers and families attending Mooloolaba State School that you will:

- a. Check your children's hair for head lice weekly
- b. Not allow your child to attend school with untreated head lice (in accordance with Public Health and Wellbeing Regulations)
- c. Regularly inspect all household members and then treat them if necessary.

#### Emergency Contact Information

At the beginning of each year, parents are requested to provide Emergency Contact Information for each child. This assists us in updating our records of emergency contacts to enable the school to take appropriate action required by parents. Your assistance in this matter is appreciated.

#### Illnesses and Accidents

If a student is sick or hurt during school times, appropriate first aid will be administered by the fully trained staff. In the case of a serious accident or sudden severe illness our major concern is for the welfare of the child, and we will summon the ambulance service to administer appropriate first aid, or to transport the child to a doctor or hospital. Whilst this is being arranged every effort will be made to contact the parents of the child concerned. **It is important to keep contact details up to date with the office staff.**

## Dispensing of Medication

Education Queensland Guidelines state that children are not permitted to have medication of any kind in their possession. Parents are required to advise the school on a Medication Form, of any medication that children are to take, outlining the frequency and dosage. Medication Forms are available from the school office. Medication is kept in the school office and administered by school staff. Children will not be given any medication including aspirin and other analgesics without a doctor's prescription or letter in addition to parental written approval on a school Medication form.

## Infectious diseases



From time to time infectious diseases become evident in schools. The school will follow procedures as set by the Department of Education and Training in dealing with such an outbreak and parents will be advised.

## Children's Vision

Vision is especially important to a child. More than 80% of the information children receive about the world comes through their eyes. Poor vision can affect the child's development in many ways. It can make learning more difficult, it can make the child clumsy and uncoordinated, and it can even affect the child's personality development. An observant parent can be the first person to pick up signs of a vision problem in a child. There are many clues to a vision problem in a child - blinking, rubbing the eyes, holding a book very close to read or closing one eye to look at things are just some of them. Parents are encouraged to look for these signs. If you have any concerns about your child's vision then do not hesitate to arrange a proper optometric examination.

## THE COMMUNITY AND THE SCHOOL

### Voluntary help

Assistance is often needed at primary school, particularly with reading and swimming. Contact will be made with parents when help is needed. Offers of assistance are generally gratefully accepted, however, it will be left to each individual teacher whether parent support is utilised. All parents and volunteer helpers will need to complete a child safety and code of conduct agreement and understanding prior to helping in classes. This is available through the office.

For our Preps, parent help is always needed and much appreciated. Parents are invited to give their assistance on days that are convenient to them. Parents are also asked to help with the washing of aprons and dress-up clothes each week. The teacher will let you know the routine.

### Voluntary Workers' Register

The P&C's insurance policy covers all community members who are genuine volunteers in schools (for example, in the classroom, carnivals, tuckshop, and on excursions). To make a claim under the policy it is mandatory for voluntary workers to record their attendance in a register. To meet this requirement and to cause minimal inconvenience for our much appreciated voluntary workers, a register is located in each classroom and in other locations where required throughout the school. Parents should also be aware that under the conditions of the policy, there is no cover for children accompanying voluntary workers.

### Use of School Premises and Facilities

Members of the community are welcome to hire the school's facilities and premises when not required for school purposes, provided permission has first been obtained from the Principal.

The procedure to obtain permission is by completing a "Use of School Facilities Agreement" available from the school office, this must be accompanied by a copy of your Public Liability Insurance. A hire fee will be agreed upon and then authorised by the Principal. Due to legal considerations, other persons are not permitted to enter the school grounds out of school time without the Principal's authorisation. It is an offence to do so, and offenders may face police action.

Cars are not permitted in the school grounds without authority and smoking is not permitted on school grounds. Alcoholic beverages must not be brought onto the school's premises.

## P&C ASSOCIATION

The P&C Association is made up of a group of people who want their children to have the best possible preparation and opportunity as they step across the threshold from school to the world. The P&C does not confine itself to raising funds for computers, books for the library or sporting gear. It helps to fund and support the broadest possible educational experiences giving our children a chance to face up to some of the career choices intelligently with the best available information. It is very important that all parents have the opportunity to take an active part in their child's education and the P&C Association provides you with that opportunity.



Functions of the P&C Association as outlined in the Constitution are as follows:

- To generally foster community interest in educational matters;
- To endeavour to bring about closer cooperation between the parents of the students attending the school, other members of the community and the teachers and students at the school;
- To provide, if requested by the Principal or if an association considers it desirable so to do, advice and recommendations to the Principal of the school upon the general operations and management of the school;
- To provide or assist in the provisions of resources or services for the benefit of the students of the school;

Over the years, our P&C has provided a range of resources and facilities to support the school. These have included:

- Improvements to the playgrounds and eating areas
- Refurbishing the Outside School Hours Care building
- Instruments for the music program
- Provision of computers for the students
- Funding for the various arts programs
- Purchase of books for the library
- A range of sporting equipment
- Interactive Whiteboards and ICTs

Monthly meetings are held in the Outside School Hours Care building, and the date and times will be advised through the school newsletters.

## OUTSIDE SCHOOL HOURS



### Outside School Hours Care and Vacation Care

The Outside School Hours Care and Vacation Care Program provides a supervised, safe, friendly environment within the school campus for all children from Prep to 6 with a strong emphasis on participation. Children have the opportunity for quiet time, computer and homework time. Activities include crafts, sport, indoor and outdoor games. Before School Care Hours are 7am to 8.50 am (light breakfast included). After School Care hours are 3pm to 6 pm with a substantial afternoon tea provided.

During the holidays, vacation care has excursions outside the school, such as fishing, cinema, skating etc. Vacation Care Hours are 7 am to 6 pm. An enrolment form must be completed before any child can commence. For more details phone our Co-ordinator, Lara Taylor-Hayhurst on 0419783990.

*Imagine Create Achieve*

BE SAFE

BE A LEARNER

BE KIND AND RESPECTFUL

BE RESPONSIBLE