

Our Vision for Robina State School is:

LEARNING TOGETHER,

SHAPING TOMORROW

WITH FRIENDSHIP, PRIDE AND RESPECT

This vision clearly articulates our commitment to the here and now and future direction of our students, as they become global learners and contributors. Together we learn today to shape the future of our global society. Curriculum is not just about content and knowledge but about the skills our students require to access technology, new information and the skills to prepare them for a future that we today can only imagine.

The Vision for Education Queensland is for all Queensland students to become active citizens in a learning society – the ‘Smart State’.

The purpose of state education is to meet the needs of different students pursuing high levels of educational attainment.

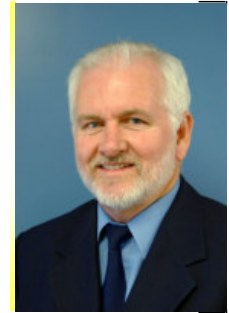
This will be achieved by:

- *Creating a safe, tolerant and disciplined environment for Students*
- *Preparing young people to be active and reflective Australian Citizens*
- *Developing the skills and desire for lifelong learning in students*
- *Supporting students to become active in community, economic and political life*
- *Building students’ confidence in their relationships with other cultures in Australia and abroad*

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PRINCIPAL'S WELCOME



Welcome to Robina Primary School where children are the central focus of the school. Robina State Primary School has established a proud tradition of educating children in the Robina community since its opening in 1990. Robina may be a young school, but it has achieved outstanding success in academic, cultural and sporting arenas during this time. It is an honour to be the Principal of such a fine school where traditional values are reflected in the behaviours of the children and their families.

The school provides a safe, accepting and disciplined environment for all students. Parents are encouraged to join in a partnership with staff in providing a supportive learning environment for children, including the management of students' own behaviour, setting of performance standards and the development of appropriate social outcomes.

Ongoing professional development and the training of staff ensures our curriculum and teaching methods remain relevant to the needs of the children in our every changing society. The day to day management of the school is led by the Principal with the support of two Deputy Principals, Registrar, Administration Officer and administrative support staff.

The students at Robina enjoy modern facilities, including large classrooms equipped with computers, play areas, adventure playground equipment, sporting oval, basketball and tennis courts, cricket facilities and covered play areas. A modern Tuck Shop and amenities block cater for all students' needs.

As new parents to our School, I encourage you to join with us as we forge stronger partnerships within our community, with the focus on presenting your children with educational opportunities that are second to none.

I wish you an exciting and fulfilling year in 2008 and look forward to your positive contributions and regular interactions with our staff and students in the many activities promoted by Robina State School.

Michael Shambrook
Principal

SCHOOL PROFILE

Robina State Primary School opened its doors to serve the Robina Community on 29 January, 1990 with an enrolment of 240 – today approximately 830 students are enrolled in Prep to Year 7. Most classrooms feature double teaching spaces, wet areas and open learning spaces, allowing the philosophy of co-operative teaching to flourish.

The School's name originates from the Robina Land Corporation, who not only have played a large part in the co-operative planning and development of our school with the Education Department, but whose foresight has also seen the Robina development as one of the fastest growing and innovative urban developments in Australia.

The constraints of the school site and the continued rapid growth of the Robina community saw the establishment of an Enrolment Management Policy in October 1993, which includes a school catchment boundary designed to control future enrolments. This boundary has been relaxed of late to include a larger catchment area, following the opening of additional state schools within the area.

A large proportion of our students had their origins outside Queensland. Children from Victoria, New South Wales and New Zealand dominate this proportion. The “multicultural mix” has also been boosted with migrant children from Japan, Korea, Hong Kong, Taiwan and Thailand, forming a small but growing group of students with English as a Second Language.

Robina State School offers a diverse curriculum program with special emphasis on enhancement programs. The school has a Special Education Class that caters for a range of children with learning difficulties under an integration philosophy. The Instrumental Music program has gained high credibility in the Performing Arts arena and is used as a benchmark by other state schools, creating a strategic edge for our school. The Asian influence is very strong, reflected in the LOTE Program where Japanese is part of the curriculum for students in Years 6 and 7. In recent years our students have won many competitions for Information Computer Technology. Our community views Robina as a leading school for developing computer skills and knowledge in both our students and teaching practitioners. Our school caters for the diverse needs of our community with innovative programs for Gifted & Talented students and a Student Services Team that maintains an effective Support Teacher-Learning Difficulties, SEC class in co-operation with Specialists from other Government Departments when required.

SCHOOL EMBLEM

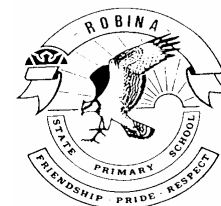
OSPREY: Originally the school grounds featured an osprey nest which became the centre of a tug-of-war between environmental and community groups and the Ministries of Education, National Parks and Wildlife and Administrative Services. The well-being of the osprey was preserved with their relocation to the Robina Woods Golf Club.

RISING SUN: This represents the dawning of a new era and the birth of a new centre of learning in the community

ROBINA CROWN: The exclusive use of the Robina Crown granted to us by the Robina Land Corporation symbolises the close ties we have developed with the Corporation

SCHOOL MOTTO: “Friendship ~ Pride ~ Respect” symbolises the values we strive to uphold at Robina State School

SCHOOL COLOURS: Blue and Yellow



SCHOOL DIRECTORY

Robina State School

Address : Killarney Avenue, Robina Q 4226
Postal Address : Killarney Avenue, Robina Q 4226
Telephone : Office (07) 5562 4111
Fax (07) 5562 4100
Before/After School Care 0405 778779
Email Address robinass.office@eq.edu.au
Website Address www.robinass.eq.edu.au

Office Hours : 8.00am to 3.30pm

TERM DATES – 2008

Term 1: Tuesday 29 January to Friday 4 April (10 weeks)
Term 2: Tuesday 15 April to Friday 27 June (11 weeks)
Term 3: Tuesday 15 July to Friday 19 September (10 weeks)
Term 4: Monday 6 October to Friday 12 December (10 weeks)

VACATION DATES – 2008

Easter : 05 April to 13 April
Winter : 28 June to 13 July
Spring : 20 September to 05 October
Summer : 13 December to 26 January 2009

School recommences on Tuesday 27 January 2009

PUPIL FREE DAYS – 2008

During 2008 teachers will undertake professional development on the following dates. During these days the students do not attend school.

Term 1 : None
Term 2 : Tuesday 14 April
Term 3 : Monday 14 July
Wednesday 13 August (Brisbane Show Day)
Term 4 : Monday 20 October

STAFFING – 2008

ADMINISTRATION

Principal	Mr Mike Shambrook
Deputy Principal	Mrs Susie Longton
Acting Deputy Principal	Ms Gail Quigley
Acting Registrar	Mrs Cassi Goodwin
Administrative Officer	Mrs Bev Owens
Administrative Assistant	Mrs Jenny Mann
Administrative Assistant	Mrs Sue Ryan
Administrative Assistant	Mrs Sharon Stewart

TEACHING STAFF

Currently the school has a teaching staff of 33 classroom teachers from Prep to Year 7.

SPECIALIST TEACHERS

Teacher Librarian
Teacher (LOTE) – part-time
Teacher (Physical Education) – 2 x part-time
Teacher (Music) – part-time
Teacher (Special Education Class)
Teacher (Learning Difficulties) – 2 x part-time
Teacher (ICT) – full-time
2 visiting Instrumental Music Teachers – 1 x Strings, 1 x Multi Instrumental
Guidance Officer – part-time
Speech Therapist – visiting
ESL Teacher – part-time
Communication Teacher – visiting

TEACHER AIDES

There are 8 teacher aides in the School, Special Education Class and Library:

Mrs Lorraine Genner	Mrs Lynne Pickett
Mrs Glenda Dickson	Mrs Amanda Moore
Mrs Anna Barker	Mrs Annette Jensen
Mrs Gail Laidler	Mrs Fiona Crowley

CLEANERS

Mrs Adele Stevens	Mrs Elnida Sailovic-Jeremic
Mrs Dawn Potts	

GROUNDSPERSON

Mr Bruce Beadel

GROUNDS ASSISTANT

Mr Dean McGuire

OUTSIDE SCHOOL HOURS CARE & VACATION CARE

Mrs Sue Cooper

TUCK SHOP

Mrs Janine Marshall & Mrs Sandra Venus

UNIFORM SHOP

To be advised

SCHOOL CROSSING SUPERVISORS

Mrs Stella Cross	Mr Mark Blinks	Mrs Debbie Brassington	Mrs Linda Taylor
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SCHOOL ROUTINE

School commences at 8.50am and concludes at 3.00pm

First Bell	:	8.45am			
Morning Session	:	8.50am	to	10.50am	(120 mins)
1st Break	:	10.50am	to	11.30am	(40 mins)
Middle Session	:	11.30am	to	1.00pm	(90 mins)
2nd Break	:	1.00pm	to	1.40pm	(40 mins)
Afternoon Session	:	1.40pm	to	3.00pm	(80 mins)

Arrival at school before 8.30am is discouraged. This request is aimed at reducing the risk of injury before school in unsupervised play. **Teachers are not on duty before School**, allowing them valuable uninterrupted time to prepare their day's program. Children arriving at school before 8.30am must report to and then remain in the Tuckshop Undercover Area until 8.30am.

At 8.30am, children will proceed to an area adjacent to their classroom where they are encouraged to engage in quiet activities until the first bell at 8.45am informs them to prepare to enter the classroom. In accordance with the current Enterprise Bargaining Agreement, teachers' official hours of duty are from 8.50am to 3.00pm. However, it is up to the discretion of individual teachers as to whether their classroom will be open prior to 8.50am.

In the interest of safety, sporting equipment is NOT issued before School.

ENROLMENT MANAGEMENT PLAN

Robina State School has a ministerial approved Enrolment Management Policy as the school site has a maximum capacity of 920 students. The Enrolment Management Policy is available from the school office, which details the boundaries and conditions when the plan is in use.

ENROLMENT PROCEDURE

Enrolment Forms may be collected from the School Office. Appointments for interviews may then be made. Interviews are conducted on Tuesdays and Thursdays mornings only. Children from interstate and overseas will be placed in classes after their ages, year level reached, progress reports, work samples, etc, are considered, and this placement will be reviewed after a short time (generally one or two weeks). Students may commence school the day after their interview. This allows the Admin staff and teachers time to organise furniture and enter information on the school computer system. It also gives parents a day to purchase and label books and stationery items.

Please be advised that we are a Uniform School. The Uniform Shop opens on Tuesday and Thursday mornings, 8.30am to 9.30am and is located in the Amenities Block adjacent to the Tuck Shop.

In accordance with an Enterprise Bargaining Agreement between Education Queensland and the Queensland Teachers' Union, class sizes are limited to 25 students per class in Prep to Year 3 and 28 students per class in Years 4-7.

ROBINA PREP

Your child will be in the first full cohort of students in Queensland's new Preparatory Year, which replaced Preschool from 2007.

Prep will give all young Queenslanders the very best start to school by helping them make a smooth transition to Year 1 and setting them on the path to lifelong learning. It will provide the foundation your child needs to succeed at school by developing:

- A positive approach to learning
- Independence and confidence
- Thinking and problem-solving skills
- Language skills
- Early literacy and Numeracy
- Physical abilities, including gross and fine motor skills

The Queensland Government ran a trial of Prep in a number of schools, including Robina, since 2003. An independent review of the trial shows that Prep is very successfully promoting children's social and emotional development and their communication, numeracy, literacy and motor skills.

Prep is being offered full-time and children will attend from Monday to Friday during normal school hours.

Prep will be integrated fully into the rest of the school and classrooms and other facilities will be located on the same grounds as the primary school. This allows children to feel part of the broader school community and will help with their transition to Year 1.

The Queensland Government is supporting all education sectors to provide facilities that will make the Prep classroom a fun and exciting place to be.

Prep classrooms generally consist of an open space for group and individual activities with a carpeted area for storytelling and singing. There will also be a kitchen or kitchenette, a preparation area and access to an outdoor learning area.

Prep classes will comprise up to 25 students. In some schools, Prep children may be included in composite classes with other early years students.

Your child will wear a school uniform similar to Robina State School students, but easily identifiable for staff and parents.

ROBINA STATE PRIMARY SCHOOL

Parents wishing to enrol their child at Robina State School must first make contact with the School Administration office on 5562 4111 to organise an appointment.

Enrolment forms are available from the School website, or from the School Office. Families from within Queensland must complete an enrolment form and produce appropriate documentation required to verify date of birth. Families moving from interstate are encouraged to produce previous report cards and a birth certificate to verify student's date of birth. Interviews are encouraged to determine appropriate placement within Education Queensland. Parents or Guardians must sign the enrolment form.

CUSTODY ISSUES

At times, families enrol students with a series of custody requirements. It is paramount that Administration is advised of current Family Court Orders. It is only through appropriate communication and official documentation that we are able to act on instructions from the Family Law Court. If you have certain circumstances surrounding access of your child/ren, this **MUST** be discussed with Administration immediately.

PARENTS' & CITIZENS' ASSOCIATION

The P&C Association meets on the second Wednesday of each month in the School Administration Building. P&C meeting dates are advertised in the School's weekly Newsletter. For the first semester, we are trialling alternate morning and evening meetings.

The P&C Association plays an important role in the life of the school. The Association represents parents' views on school issues, provides opportunities to build a sense of community and provides essential services to our families ie. uniform shop, Tuck Shop.

Our P&C Association financially supports the school goal through a significant contribution (approximately \$30 000 a year) to the global budget. The budget goals are determined with the P&C Executive each year resulting in shared goals which contribute to the learning of our students.

New parents are welcome to join our Association and be part of a dynamic, vital group who focus on ensuring all children have the opportunity to learn with great resources.

Join Us!

CONTRIBUTIONS

Robina State School, with your ongoing support, aims to provide your children with every opportunity to develop to their full potential and enter their secondary education as confident active learners. Your support in the form of school contributions forms a substantial part of our school budget, which in turn provides our students with resources and equipment essential in their day-to-day learning and development. Please be assured that your contribution is used to ensure the most effective teaching methods are maintained.

TECH ~ Technology \$35.00 per student

- Purchase of educational software for classroom and lab use
- Internet access time
- Consumable items such as paper for printing, printer toner for printing out of children's work
- Purchase of additional upgraded computers – 80% of computers under 3 years old

CLASS ~ Class Resources DIRECTLY TO YOUR CHILD'S CLASS \$35.00 per student

- Art equipment
- Craft implements
- Colour printing of photos and special work samples to complement special events
- Library and reading books for classrooms
- Provision of film and processing costs of photos of class activities

P&C ~ P&C Contribution \$30.00 per student (capped at 2 students)

- Provides for the weekly newsletter to parents and community
- All other duplication costs
- Enhancement of other learning and recreational resources eg computers
- Grassed play areas and landscaping
- Equipment for classrooms and specialist areas eg. PE, LOTE

MUSIC (Music students only) \$50.00 per student

- Purchasing much needed new instruments
- Maintaining a library of musical scores for your child
- Upgrading accessories and equipment such as music stands
- Meeting expenses associated with performances at Eisteddfods etc
- Repairs and maintenance of instruments

Please be assured that your contribution is used to ensure the ongoing promotion of effective learning and teaching methodology.

ARRANGEMENTS FOR PAYMENT

Payments can be made at the Registrar's office Monday to Thursday, 8.30am – 11.30am by cash, cheque (made payable to Robina State School), Bankcard, Visa, MasterCard or EFTPOS.

We anticipate your full support of the scheme. An invoice will be raised and mailed at the beginning of the school year for your contribution payment and a reminder will be sent during Semester 1 if this contribution has not been paid. We would appreciate payment on receipt of Invoice to ensure timely provision of resources to all classes.

PUPIL REQUIREMENTS

CODE OF BEHAVIOUR

Robina State School is committed to developing the 'whole person' in our students. Our school motto of 'Friendship, Pride & Respect' is that which oversees and is our code of behaviour. All school community members have the right and responsibility to demonstrate friendship, pride and respect for themselves and others in all their undertakings.

To encourage our students to develop self-management strategies, Robina State School has introduced, under the guidelines of the Government policy, "*Managing Behaviour in a Supportive Environment*", a Pro-Active Behaviour Management Plan.

Our Behaviour Management Plan was revised at the end of 2001 to a problem-solving conflict resolution and management of behaviour approach. This document is known as our "YOYOB" – You Own Your Own Behaviour. It is based on the work of Edward de Bono – 6 Thinking Hats.

Our Pro-Active Behaviour Management plan provides students with the opportunity to choose their own actions and manage their own behaviour in the light of known consequences through the process. They utilise class meetings, discussions and role play to mentor their peers on appropriate behaviour within the school and social context.

Parents are encouraged to read the School's Behaviour Management Policy, which is available for perusal from the Office to familiarise themselves with the classroom implementation of the policy with their child's teacher. The policy is based on a discipline/recognition model and provides a set structure for all staff to follow.

RESPONSIBLE BEHAVIOUR PLAN FOR STUDENTS

Robina State School vision for the school community is:

'Learning Together – Shaping Tomorrow with Friendship, Pride and Respect'

Statement of Purpose:

Robina State School strives to create and develop a caring and co-operative educational environment for individuals through an enthusiastic, professional commitment to excellence, which reflects a genuine love and care for children.

We believe that:

- By working together, the whole school community can make a contribution in the pursuit of life-long learning
- By valuing and promoting the uniqueness of all, that all can learn and achieve given sufficient time and support
- Learning is a life-long process
- Each individual has basic and essential needs that must be met before learning can take place
- Learning is a valued and fundamental skill
- Learning is an essential element for all to function effectively on a personal and social level in a global community.

Ensuring our vision is encapsulated in our classroom and playground rules and expectations.

Friendship, Pride and Respect

Is the cornerstone of our values strictly upheld and explicitly taught.

Robina State School's Responsible Behaviour Plan focuses on developing a supportive school environment and responsible, positive behaviour in all students and staff. The Plan provides a framework for creating an environment for each learner to develop responsible self-management, whilst learning about how and why people behave the way they do. The framework encourages students, staff and community members to critically reflect on behaviour, problem solve and develop strategies to support individuals to become socially responsible citizens.

Friendship:

- All students/staff have a right to learn/teach
- All students/staff/parents have a right and responsibility to develop positive partnerships within the school community
- All students/staff/parents have a right and responsibility to feel physically, emotionally and spiritually safe and supported

Pride:

- Students/staff/school community have a right and responsibility to achieve and celebrate success
- Students/staff/school community have a right and responsibility to take pride in themselves, their school and community
- Students/staff/school community have the responsibility to promote learning with successful outcomes for all students of all abilities

Respect:

- All students/staff/parents have a right and responsibility to ensure a safe, supportive environment free from discrimination, physical or verbal harassment, including intimidation and bullying
- Students/staff have a right and responsibility to treat themselves, each other and their environment with respect
- Students/staff and parents have a responsibility to not tolerate the discrimination and harassment of others and to actively promote and value the uniqueness of all

Classroom

Pro-active classroom management is a process of establishing and maintaining productive classroom behaviours that will significantly decrease the incidence of low level disruptive behaviour. Behaviour is a matter of choice, students are provided with the skills to be able to make decisions and choices regarding their behaviour in the light of known consequences.

BEHAVIOUR MANAGEMENT POLICY

- ① The Behaviour Management Policy promotes a rights / responsibility focus for the whole School community (students, staff, parents and the wider School community):

Student / Staff / Parent Rights

- to be able to learn / teach
- to be physically safe
- to be socially and emotionally accepted
- to be treated with respect

Student / Staff / Parent Responsibilities

- to promote learning with successful outcomes for all students of all abilities
- to assist in the establishment and maintenance of a physically safe School environment
- to promote and value the uniqueness of all through zero tolerance of discrimination and harassment
- to treat others with respect
- to model socially acceptable behaviours

- ② The Behaviour Management Policy promotes clear, fair, enforceable and owned rules which are achieved by:
 - clear classroom rules
 - known/predictable consequences
 - curriculum implications to meet special needs / mixed ability groups
 - proactive discipline / welfare goals
 - foster least to most intrusive philosophy (plan for positive encouragement / reinforcement and corrective intervention)

- ③ The Behaviour Management Policy promotes non-confrontational practices in discipline, i.e. preventative/proactive strategies). This is achieved by:
 - our School operates as a social democracy
 - all students experience success and encouragement (curriculum and assessment implications /multiple intelligence focus)
 - staff actively teach appropriate behaviour (social skills and personal development curriculum)
 - all School community model appropriate behaviour

- ④ The Behaviour Management Policy promotes behaviour ownership through a model of choices / consequences.

Consequences are not punishment.

The difference between consequences and punishment	
<p>Consequences Based on:</p> <p>Reality of situation – logical relation to misbehaviour, "fitting" as much as possible</p> <p>Mutual respect</p> <p>Separation of deed from doer (child is acceptable, behaviour is not)</p> <p>Adult recognition of child's goal, keeping calm (controlled) and withdrawing from provocation</p> <p>Child being presented with a choice and consequence within known, fair rules</p> <p>Child experiencing consequences of own behaviour</p> <p>Child seeing relevance of consequence and having opportunity to try again</p>	<p>Punishment Based on:</p> <p>Power and authoritarianism Often no relation to act</p> <p>Superior / inferior relationship (sub-ordination)</p> <p>Moral judgment (child is bad)</p> <p>Adult being unaware of child's goal, wanting to control child instead of having the child learn internal control</p> <p>Child having no choice</p> <p>Child seeing imposition by authority figure</p> <p>Past deeds often held against the child (punishment escalating)</p>

[Refer: Bill Rogers "Discipline Plan" (Module 4)]

- ⑤ The Behaviour Management Policy promotes conflict resolution as a teaching / learning opportunity to achieve win/win outcomes for all. This is achieved by:
- staff/students reflect upon the existence of a positive and effective learning and social environment
 - staff provide direct instruction in an affective curriculum (personal/social skills development)
 - staff provide skilful problem solving and conflict resolution (de Bono's 6 Thinking Hats)
 - administration/staff/behaviour management council provide corrective procedures for "hard core" offenders
- ⑥ The Behaviour Management Policy recognises three levels of provision: preventive, supportive and active problem solving.
1. **PREVENTIVE (Yellow)**
 - (a) **Positive, Effective Learning and Social Environment**
School/Community relationships – leadership – behaviour policy – class management – appropriate curriculum – multi-intelligence model – appropriate teaching method – supportive school climate – accent on positives – mutual respect – alternative programs for special needs.
 - (b) **Affective Curriculum Components**
Robina HRE Policy – self-esteem programs – personal/social development skills – life skills – empathy training.
 2. **SUPPORTIVE (White)**
Least intrusive to most intrusive intervention – class meetings (de Bono's 6 Thinking Hats in Module 2) – logical consequences – assertiveness training – Rogers' "Discipline Plan" (Module 4) – confrontation skills – counselling.
 3. **ACTIVE PROBLEM SOLVING (Black)**
Logical consequence/no privileges – time out – forms of exclusion with a way back – YOYOB sheet – MOB sheet – administration team – behaviour management council.

Excursion

An excursion is an extension of the classroom teaching program. Students are expected to manage their own behaviour whilst off the School grounds, under the supervision of their teacher/supervisor. As part of our enrolment process you will be/have been asked to indicate your support of the Behaviour Management Policy of Robina State School. It is our intention to work with parents to ensure that all students are assured that they can learn in a Safe and Supportive Environment. We thank you for your assistance.

Bus Travel

Queensland Transport has developed a 'Code of Conduct' for students. This Code is a set of behaviour guidelines for students to follow when travelling on school buses.

The behaviour of any student on a school bus is primarily the responsibility of parents/carers. If a student does not abide by the Code of Conduct action may be taken by the bus operator. This may range from a caution, to refusal to permit travel.

Code of Behaviour for Students on buses

- Respect other people and property
- Wait for the bus in an orderly manner
- Whilst on the bus conduct yourself in an orderly manner
- Use designated stops
- When alighting from the bus do so in an orderly manner
- In the case of an emergency or a breakdown, follow the driver's directions

Further information is available from the Department of Transport Phone (07) 5583 1507 or at <http://www.transport.qld.gov.au>.

SCHOOL UNIFORM

Our School is a uniform School. All children are expected to wear school uniform at all times. A hat and **appropriate** footwear are compulsory (**no sandals or thongs**).

Uniforms can be purchased from the School Uniform Shop, open Tuesday and Thursday between 8.30am and 9.30am.

A limited range of second hand school uniforms are available from the Uniform Shop.

	SCHOOL DRESS UNIFORM	SCHOOL SPORTS UNIFORM
Boys	Blue school shirt (with sleeve trim and embroidered pocket) and navy shorts	Inter-house shirt with Robina "R" sports shorts
Girls	Check dress	Inter-house shirt with Robina "R" sports Shorts or skorts

SHOES	Black leather school shoes or black joggers
SOCKS	White ankle socks ('Robina' logo optional)
HAT	Navy cap or navy wide-brim 'Bucket' hat with logo
WINTER UNIFORM	Unisex navy tracksuit with zip jacket and school logo worn with sports shirt Terms 2 & 3 only. Alternatively, unisex navy long-sleeved Rugby top with school logo to be worn with dress uniform
	Navy tights for girls to be worn with dress uniform
SCHOOL BAG	Navy backpack (with school logo optional)

PRICE LIST

(Subject to change – Current as at October 2007)

Girls' tunic – All sizes	\$45.00	Navy unisex Tracksuit Jacket with logo	\$45.00
Girls' skorts – All sizes	\$20.00	Navy unisex pants – all sizes	\$24.50
Unisex shorts with “R” logo – All sizes	\$20.00	Unisex sports shirt	\$20.00
Boy's dress Shirt – All sizes	\$27.00	School hat (with logo) – hat or cap	\$10.00
Boys' shorts (navy) – All sizes	\$23.00	School bags	\$33.00
Rugby top (navy with School logo)	\$27.00	Girls' scrunchies	\$3.00
Socks	Per pair	Prep shirts	\$20.00
	Pack of 3 pairs	Library bags	\$10.00

Hats/Hair

To help promote health and safety, all children (boys and girls) are to wear hairstyles that are clean, neat and tidy and tied back where appropriate (e.g. below or on the shoulders). Hairstyles deemed inappropriate by the School Admin are **not acceptable** (e.g. colouring of hair and inappropriate haircuts). Scrunchies are available for sale from the Uniform Shop.

Hats are compulsory. Every student **must** wear a Hat at all times whilst outdoors. The navy school hat with school emblem is available at the Uniform Shop.

Jewellery

In the interests of safety and practicality, jewellery is to be kept to a minimum. Boys and girls may wear a watch. Children may wear **one set** of plain studs or sleepers in their ears. Make-up and nail polish are **not allowed**. No other form of jewellery or adornment is to be worn, except for medical or religious purposes.

Out of Uniform

If for some unavoidable reason your child is unable to wear the correct school uniform, please send a note to the class teacher explaining the reason and indicating when to expect them to be in correct uniform.

BOOKLISTS

The class booklists present the basic requirement for each year level during the coming year. There may be individual items requested by the Teacher that will supplement this list once school commences. To assist with your purchasing of these items, year level packs plus individual items from the year level requirements will be available by direct order from the School Booklist – Order Form, which must be lodged by **during November** at the Office.

HOMEWORK

Homework is considered an integral part of each classroom's program. The extent of homework and the minimum time taken varies across year levels. Homework complements work being undertaken in the classroom. Most class teachers offer a weekly homework sheet stipulating a breakdown of what is expected for each day. This provides parents an insight into the weekly directions of the class program. Some classrooms operate a virtual classroom as their homework routine.

We ask you to take an interest in and to support the homework policy of your child's class and encourage your children to achieve good home-study skills.

Recommended Homework could be up to, but generally not more than:

- 1 hour per week in Years 1-3
- 2-3 hours per week in Years 4-5
- 3-4 hours per week in Year 6-7



ABSENCE FROM SCHOOL

It is School policy and common courtesy to expect a note either before or after an absence from school simply explaining that your child was absent and was in your care.

Office procedure requires a phone call to you confirming your child's absence on the third day if you have not notified the School beforehand.

ARRIVAL AND DEPARTURE

Children are encouraged to arrive **from 8.30am** and depart as soon as possible after 3.00pm. Two major points of entry and exit are located at the pick up / set down area on Killarney Avenue and either through the pedestrian entry / school crossing on Glen Eagles Drive.

Children who arrive after the commencement bell of 8.50am but before 9.00am, are to report directly to the classroom. Children who arrive after 9.00am are to report to the Office to be issued with a late slip, which is then handed to the class teacher.

Children not collected by 3.20pm will be directed to wait outside Administration. Should children be still waiting when Administration closes, students will then be expected to attend After School Care at the parent expense.

NB: The School Office closes at 3.30pm.

Traffic access to Robina State School during the peak times of arrival / departure is not ideal and we recommend that you take into consideration the other 830 students apart from your own, as you negotiate the collection of your children. We suggest you either arrive a little earlier or ten minutes late to avoid the confusion particularly at 3.00pm.

All bicycle riders must use the Killarney Avenue entry and **walk** bikes into and out of the school and for the first 200 metres after school to avoid other footpath users and heavy traffic. In the interest of all members of the school community, we insist that students do not ride bikes on the footpath adjacent to this entry/exit. We endorse the Department of Transport policy that children under 10 years of age should **not** ride bicycles to School. (See also page 30).



It is now compulsory for children who ride a bicycle to wear an approved safety helmet. Please ensure your children conform.

SCHOOL SERVICES

BANKING

The Commonwealth Bank provides a banking service for our children **every Wednesday**. Bankbooks are placed in class banking bags and collected for processing by a Parent Helpers Group representative.

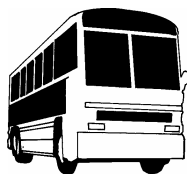


Our School is linked directly to the Commonwealth Bank and deposits are entered on the School computer and debited directly into the children's accounts. As the School now takes over the physical banking task, the Commonwealth Bank pays a commission (\$0.25) per account processed. This would prove to be a lucrative fundraising venture if all children participated and we certainly encourage you or other family members to make use of this facility.

Children are presented with banking information at the beginning of the year regarding the opening of new school accounts.

BOOK CLUB

Ashton Scholastic offers a regular book club to students for the purchase of inexpensive paperback selections. The selections are graded into lower, middle and upper school and are distributed seven times per year to all children. We recommend the book club to you. The Resource Centre benefits to the tune of one free book for every ten purchased. All orders are placed through the Resource Centre and distributed on their arrival via classroom teachers. Payment for these books is by cash or cheque (made payable to Ashton Scholastic). Payment to be made at the Robina Information Services Centre.



BUSES

'Surfside Buslines' provides a regular service past our school as part of their normal commercial runs. This service includes a bus run through Robina West. Details of Bus Routes are available from Surfside Buslines (telephone 07 5536 7666).

Children awaiting the arrival of their bus are supervised by a teacher in the Bus Stop area outside the Killarney Avenue School Entrance. Other children awaiting pickup by parents wait near the Administration Block inside the fence. When the last bus has departed (approximately 3.30pm) children are directed to the **Out of School Hours Care Facility** to await the arrival of their transport as we would expect that all children would have left the school grounds by this time.

If a bus does not turn up, students are to report to the Office so that arrangements can be made.

We do not recommend that Prep or Year 1 students travel unaccompanied on the school bus

CLASS PHOTOGRAPHS

Class photographs are taken each year in the form of class groupings/sporting teams/school captains. You are given the opportunity to purchase selections of your choice when notified that the photographer is visiting our School.

COMPLAINT RESOLUTION

If parents have a complaint about which they feel deeply, either the Class Teacher, Deputy Principal or the Principal should be contacted. **At no stage should a teacher be confronted while the teacher is in control of a class or group of children in school time.** The Education Act has penalties for parents who breach this Section of the Act. Parents should discuss such complaints with a member of the Administration team who will then investigate and report back to parents.

CONFISCATED PROPERTY

All students are discouraged from bringing any personal belongings/property from home with which to play/share. Property/belongings which interfere with the learning of others or are deemed unsafe **will be confiscated.** All care will be taken **but no responsibility** will be accepted or assumed by any member of staff for any such belongings/property brought to school and/or confiscated.

It is each student's responsibility to pursue the return of their property from the appropriate staff member. **No reimbursement is offered** for lost or misplaced property belonging to students.

CULTURAL ACTIVITIES

Languages Other Than English (LOTE)

Japanese is the LOTE taught as a compulsory subject to all students in Years 6 and 7 for 1.5 hours each week. This new curriculum is geared to flow smoothly through to our local State High Schools at Robina and Merrimac.

Other Cultural Activities

All classes are encouraged to organise regular cultural/dance performances to be viewed by their students approximately once per term. Teachers have a wide range of opportunities available within easy access in South East Queensland from which to choose. Costs are usually kept to a minimum and would normally involve cost of entry plus bus fare. You will be informed by class letter regarding the proposed activity, date, time, cost and transport required.



DENTAL SERVICE

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

Medical History/Consent Forms are issued to each child and must be completed and returned prior to children receiving an examination. After the examination, parents/guardians will receive a statement of treatment needs, which must be signed prior to treatment commencing.

The team providing this service consists of a Dentist, School Dental Therapists and Dental Assistants. Dental Therapists working under the direction of a Dentist will carry out most of the Dental Procedures.

Routine regular services are usually provided on the School grounds either in a mobile Dental Clinic or a fixed clinic. Emergency or toothache treatment is available by contacting 5538 4634.

EXTRA CURRICULA ACTIVITIES

Extra Curricula activities such as Tennis and Chess are offered at this school. These operate on a user-pays basis. Classes are conducted after school or during lunchtimes, in the student's own time.



INFORMATION SERVICES CENTRE

The Information Services Centre provides students, teachers and parents with resources and information services essential to teaching and learning. Through resource-based programs, students develop the skills necessary for life-long learning and personal growth.

Both Education Queensland and our P&C fund the Information Services Centre to develop and maintain a quality and relevant collection of resources.

The Centre is fully automated and access by users, to the collection, is through inquiry terminals. Data is also accessed through CD Roms and the Internet.

Borrowing time is for two weeks with an option to extend a loan if required.

Each year level may borrow the following number of items:

Prep:	1 book
Years 1 and 2:	2 books
Years 3, 4 and 5:	3 books
Years 5, 6 and 7:	4 books

Lost or damaged books **must be paid for** at replacement cost. Parents should ensure children have a safe place at home for borrowed items.

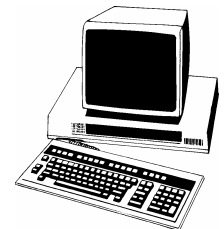
INFORMATION TECHNOLOGY

Robina State School is committed to the pursuit of excellence in learning and teaching. In order to facilitate this and to engage our students in a meaningful way we are continuing to develop our learning environments to address the digital world in which our children live.

Communication and collaboration are two of the important life long skills that the digital environment facilitates. Many of our classrooms not only operate in the school's physical environment but use the online environment in virtual classrooms and project rooms communicating and collaborating with each other and with students from all over the world using blogs, wikis, chat rooms, forums and podcasts. These are secure sites protected by filters and protocols.

Our school's digital hub includes interactive whiteboards which are an integral part of the digital learning space. This year we have installed 11 interactive whiteboards across the school to enhance students learning. This number will be increased as more funds become available.

The school has two computer labs equipped with Apple Macintosh Computers. These facilitate the many media projects which the children develop including photostories, slideshows, movies, podcasts and vodcasts, digital photographs and manipulated images, comic strips, music compositions and animations.



At Robina the digital age is integrated into our teaching to maximise the opportunities for our students to be fully skilled for a bold new world which is changing hour by hour.

To find out more about Smart Classrooms, log onto: www.education.qld.gov.au/smartclassrooms

Computer Use Agreement

Robina State School is committed to the integration of technology into the learning program of the school and this has resulted in considerable development of the computer facilities at our school.

Supervised access to computers is available both in the classrooms and in the Information Services Centre. Due to the increasing usage of such services, a **Code of Practice** has been implemented to ensure acceptable use of the computers and network systems.

Students also have access to the Internet – an information highway of databases, libraries and services from all over the World. It is also possible to communicate globally with other schools, individuals and organisations. With this comes responsibility and the necessity to teach students the **Code of Ethics** associated with using expensive equipment and accessing the Internet.

A **Computer Use Agreement Form** is to be read carefully and signed by yourself and your child. (Younger children may just print their name.)

The **Robina State School Computer Use Agreement** relates to the acceptable use by your child of the computing facilities provided by the school for the benefit and improved information skills of all students.

Students will **not** be allowed access to the School's technology facilities unless the "Contract of Agreement" has been signed **by yourself and your child**.

Before signing please review the Agreement carefully with your son/daughter and discuss together the implications of the requirements.

The signed Agreement should then be returned to your child's teacher or the School Office.

In preparing our students for the 21st century, it is our responsibility as educators to provide them with access to the information and tools they will be using as adults.



I understand that:

- All computers and other information technology resources at Robina State School are intended to enhance learning and teaching.
- It is impossible for the school to screen or filter out all material which is inappropriate offensive or controversial. It is therefore each student's responsibility not to access, store or copy such materials
- Teachers and supervisors have the right to monitor the screens of student users at any time

I agree that:

I will use information technology resources appropriately and legally as detailed below:

- **I will take care of information technology resources**
 - I will not eat or drink near any school owned computer equipment
 - I will not damage computer equipment or furniture
 - I will not use any school computers for arcade style games
 - I will not attempt to break copyright (eg by illegally copying software)
- **I will be considerate to other users**
 - I will give educational purposes priority
 - I will not monopolise equipment
 - I will not deliberately waste computer resources (eg unnecessary printing)
 - I will not intentionally disrupt the smooth running of the network (eg by downloading large files from the Internet during busy times such as class times)
 - I will not scan or display graphics; record or play sounds; or type messages that could cause offence to others
- **I will accept responsibility for privacy and security**
 - I will not use discs in the School Network
 - I will not attempt to upload or create computer viruses to be involved with other forms of electronic vandalism
 - I will not reveal my personal address or phone number or those of other students or staff in any electronic communications

I accept that:

Breaching this agreement will result in my being taken off the school network temporarily or permanently depending on the seriousness of the offence and that this may be recorded on my student record.

For more serious matters where a criminal offence occurs, further disciplinary and/or legal action may be taken as outlined in the School's Behaviour Management Policy.

LEARNING SUPPORT SERVICES

Special Education Class

The Special Education Class provides assistance to children who have mild intellectual disabilities or have been ascertained with Autistic Spectrum Disorder. This is in the form of withdrawal in groups for Life Skills development, in-class support and modified curriculum programs.

Learning Difficulties

Students with learning difficulties are resourced and supported through the expertise of a Learning Support Teacher. One full-time and one part-time teacher provide this support.

Specialist Support

The services of a Guidance Officer, Speech Therapist and Communications Teacher are available on a needs basis determined by school and cluster priorities each semester.

Advisory Visiting Teachers (AVTs)

Visiting Teachers in the field of **English as a Second Language (ESL)**, **Visually Impaired (VI)**, **Hearing Impaired (HI)** and **Physically Impaired (PI)** visit the school to provide support for classroom programs when required.

Special Needs Committee

- has representatives from Administration, Preschool, Support personnel and class teachers
- supports the program of the Guidance Officer
- determines the level of support for children identified by parents and teachers as being in need
- decides the form of intervention
- reviews the needs each semester

Acting Teacher-in-Charge : Cappi Lonquist

LOST PROPERTY

It is the responsibility of all staff, students and community members upon finding lost property to take it to the Administration Office for safekeeping and rightful return to owners.

A lost property box is located outside the Computer Lab. All clothing found in the School grounds is relocated to this box. At least once a month the unclaimed clothing is collected, sorted and distributed to either the second hand uniform shop or charities. Any named article of clothing or belongings will be returned to its rightful owner through the class teacher.

We strongly recommend that all clothing is **conspicuously marked** with your child's name, particularly school uniform items (eg hats and jumpers).

MOBILE PHONES

Students may bring a mobile phone to school. However, phones are to be handed in to the School Office when the student arrives at school, turned off and collected when the student leaves the school grounds.

MUSIC



A Music Specialist is based in our School four days per week. Classes from Years 2-7 access the Music Specialist on these days. Prep-Year 1 classes are introduced to music through a variety of programs and teachers. Classes are conducted in the music rooms in Block 4.

The School has a Choir with membership based on commitment to attend regular practice sessions. Choirs are involved in the local Eisteddfod and other music festivals deemed appropriate. A junior recorder band has also been established. All children in years 3 and 4 learn the recorder as part of their basic Music Program.

An Instrumental Music Program has also been established in the school catering for children from Years 3 to 7. Qualified instructors offer Woodwind, Percussion and String instruction, once a week. Entry to the program is based upon instrumental suitability, proven commitment to regular practice and attendance at practice sessions including ensemble work. Because of the limited number of positions available in the program, priority must be given to those committed to it.



The School band is well established and successfully plays at school functions including the School Concert and Tropicarnival Eisteddfod. The Instrumental Music Program, Recorder Ensembles and Choirs have become a major promotional tool of our School.

NEWSLETTER

The School Newsletter is published **every week** and distributed to the youngest child in the family for safe delivery home. It is published on commercial paper and is a vital link in the communication process between school and home. Extra copies are kept on hand for children who are absent. **Special achievements are often celebrated in the newsletter and we encourage you to inform us of these occasions or successes.**

OUT SCHOOL HOURS CARE PROGRAM

A feature of our School is the Out of School Hours Care Program which began operating an After School program from the time the School opened. The program offers subsidised quality Out of School Hours Care for children from Robina State School and Prep from **6.30am to 9.00am and 3.00 to 6.00pm Monday to Friday**. An enrolment fee is levied at the beginning of each year. Daily rates are priced per child per session. Breakfast is also available if requested at a cost to the parents.

Out of School Hours Care is situated in the building adjacent to the Prep classroom area. Because of the limitations on space, cancellations must be advised through the School Office **before 2.00pm** each day or directly to the co-ordinator. Details for future enrolments and further information can be obtained by calling the Co-ordinator.

Out of School Hours Care Telephone Number : 5575 9953 after 2.00pm or
: 0405 778779 Sue Cooper

VACATION CARE PROGRAM

A Vacation Care Program is also available for all holiday periods as well as Pupil Free Days.

PHYSICAL EDUCATION

Our School presently has the services two part-time Physical Education Teachers. Children are asked to wear their sports uniform on the rostered Physical Education day for their class and on other dedicated Sports Days.

Swimming

Swimming is an essential part of the Physical Education Program conducted over an eight-week block each year during Term 4. As part of the Physical Education Program all children are expected to attend the swimming classes. Exemptions will be granted following either a personal or written approach from parents to the Principal explaining the reason for non-attendance.

Our school currently uses Miami Olympic Pool for the swimming program. The lessons are conducted by qualified swimming instructors. Parents are encouraged to assist where possible with their child's class. Transport is by bus. It is the parents' responsibility to cover the cost of the bus plus pool entry.

Parents are reminded that swimming costumes for girls are of a one-piece variety and we strongly encourage the application of sunscreen and the wearing of hats. It is Education Queensland policy from 2008, that all children must wear a rash-shirt or T-shirt while swimming.



Inter-house Sport

Your child will be assigned to a sports house at enrolment. The School has been divided into four house teams:

HAWKS
Green

EAGLES
Maive

FALCONS
Red

KESTRELS
Blue

Competition

All students will participate in a Senior or Junior Athletics Carnival to be held on the School Oval during Term 2. All students are expected to participate and compete for the trophies on these days. Trophies such as House Trophy, Age Champion and House Spirit Trophy will be awarded on these days.

The annual Swimming Carnival is held during the last week of Term 4 for students in Years 4 to 7. The four houses will compete for the Champion House trophy, while individual medallions will be presented to the Age Champions.

SCHOOL CROSSING SUPERVISORS

Four School Crossing Supervisors operate both morning and afternoon in Killarney Avenue and Glen Eagles Drive providing safe access to and from the school across these busy streets. The Supervisors are easily identified in their white and orange coats and are employed by the Queensland Department of Transport. **All parents, teachers and children are expected to take heed of the Supervisors** and use the designated crossing when required.



The school crossings are supervised daily from 8.00am to 9.00am and 2.50pm to 3.20pm. **The supervisors are authorised to report regularly to the School Administration on areas of concern and can report directly to the Department of Transport regarding breaches of the Traffic Act by drivers in relation to the school crossings.**

Police radar traps frequently visit the area.

PARKING IS PROHIBITED IN THE BUS SET-DOWN ZONE AND THE 2 MINUTE SET-DOWN AREA.

SCHOOL NURSE

The nurse visits school on a yearly basis. She checks all Year 1 children for hearing and sight problems and general well-being. Children in other classes may be referred by teachers or parents if problems are suspected.

TUCK SHOP

The School Tuck Shop convenors are Mrs Sandra Venus and Mrs Janine Marshall.

Our Tuck Shop is a vital service for the children and staff of our school. Our aim is to provide a well-balanced range of foods, while managing to raise a minimum of funds to assist in the P&C Association's budgeting framework.

The Tuck Shop is open for first and second break five days per week. Orders are to be placed in brown paper bags, clearly marked with child's name, class and order, **highlighting either for 1st Break or 2nd Break**. Correct money is to be enclosed and the order placed by the child direct to the Tuck Shop **no later** than 8.50am. **No food or drinks will be sold to students before school.**

You can assist the school by volunteering to help on a regular basis. We cannot function without the support of parents who are willing to give their time to serve the children. Being on the Tuck Shop Roster can also be an important social outing and an opportunity to meet with and enjoy the company of other parents from the school.

The Tuck Shop is always closed on the last day of each term to allow for stocktake and necessary cleaning - there are no sales on these days.

PRIMARY SCHOOL PROCEDURE

APPOINTMENT POLICY

Initial contact with the School regarding student welfare should be directed in the first instance to the relevant class teacher. Please arrange a time with the teacher that does not clash with their classroom commitments.

Parents wishing to discuss matters with Administration should arrange an appointment time through the School office. This ensures that uninterrupted time is set aside for you.

BICYCLES

Children under ten years of age are not encouraged to ride their bicycles to school. Bicycle riders in Queensland by law **MUST** wear an approved helmet as standard riding equipment.



Bicycle entry and exit is through the Killarney Avenue double gate. Bicycles are to be stored in the racks located in the bitumen turn-a-round area.

Bicycles are **not** to be ridden inside the School grounds or on the footpaths near the entry/exit point of Killarney Avenue. Children are to walk their bikes to and from the bicycle racks when arriving and departing the School. Bicycles must be walked across the Pedestrian crossing under the guidance of the Crossing Supervisor if crossing at this point. Bicycles are not to be mounted until the child has passed approximately 200 metres from the school exit. This is to protect your child from running into children and younger children walking along the footpath. Children ignoring bicycle rules or endangering others' safety will need to have their bicycle collected by their parent/guardian until safe use can be assured.

Please note that skateboards, roller blades, roller skates and scooters are not permitted at School at any time – this includes weekends.

CHANGE OF DETAILS - REMEMBER!

It is imperative that the School is advised of any changes to students/families details, for example, new address, new/changed telephone number, new emergency contacts and so on.

Difficulties do occur in times of emergency if these details are not current

INSURANCE

The School **does not** carry insurance policies against accident or injury to students or for loss or damage to property. This is a parental responsibility.

MONEY COLLECTION

Money for a variety of activities such as swimming and excursions etc, regularly comes into the School via your children. **All monies are to be directed to the Registrar's Office**, which has a payment window next to the main office window in the Administration Building, **between 8.30am to 11.30pm Monday to Thursday and 1.30 to 3.30pm on Thursday.**

Children are asked to report with their money secured in a named envelope to this office where staff will collect and receipt it. Payments can be made by cash, cheque (made payable to Robina State School), Bankcard, Visa, Mastercard or Eftpos. Credit Card payments cannot be accepted by phone.

Alternatively, a Payment Authority can be completed and returned to School for processing. These forms are available for collection from the office or can be requested by phone.

Please be aware excursion money **must be** paid by 11.30am two days **prior** to the class activity to ensure your child's participation. Money **will not** be accepted on the morning of an excursion, as payment for venues/activities will have already been generated.



It is expected that all children will attend these excursions. If your child is absent on the day of the excursion, a refund can be arranged for venues only. Bus costs are calculated on a per head basis therefore cannot be refunded.

PARADES / ASSEMBLIES

School Assemblies are held fortnightly on even weeks on a Wednesday afternoon as follows:

- **Senior School** 1.45pm in the Tuck Shop Undercover area.
(Years 5-7)
- **Middle School** 2.30pm in the Tuck Shop Undercover area
(Years 3-4)

School Assemblies are held fortnightly on odd weeks on a Wednesday afternoon as follows:

- **Junior School** 2.15pm in the Junior Undercover area
(Years Prep-2)

Combined Assemblies occur on special occasions. Assemblies are a time to allow classes to present items of interest through music, drama or class work and also to celebrate individual, class or school successes. Parents are invited to be part of these assemblies especially if their children are involved in the presentation.

RELIGIOUS EDUCATION

Religious Education classes are conducted every Tuesday from 1.55pm to 2.55pm for a maximum period of 30 minutes per class for all children from Years 1-7. The classes now take the form of:

- (a) **Co-operative classes** – i.e. All Christian denominations. Lessons are based on Bible stories and also aim to develop life skills and interpersonal skills.
- (b) **Buddhist**
- (c) **Jewish**

Parents of Ba'hai and Shinto may opt to have their children attend the co-operative classes listed above.



The few children not attending religious instruction will remain in designated classes within their room working on classroom activities during the prescribed time. If you wish your child NOT to attend religious instruction classes please complete and return the relevant form available from Administration.

All children in the co-operative classes are expected to purchase two Religious Education workbooks (one for each semester) at a cost of \$4.00 (per year).

REPORTING STUDENT PROGRESS

Written reports are issued to all students at the end of Semester One and again in Semester Two. Parent Teacher interviews are held at the end of Terms One and Three. Parents are invited to discuss their child's progress with the classroom teacher at anytime throughout the year. To arrange an interview time, please contact your classroom teacher.

STUDENT HEALTH



The School sick bay located in the Administration Building caters for children feeling off colour through the day. If, in the opinion of the administrative staff, the child is uncomfortably sick or is injured, the parents/guardians will be telephoned to collect them.

It is Education Queensland policy that no pain killing tablets, or liquids (eg Panadol) will be administered at this School.

Other Medications

Should a child require prescription medication to be administered during School hours, an authority form for medication to be administered must be completed by the parent/guardian together with clear instructions supplied by the doctor on the prescription, stating the exact dosage and times for administering the medication. Medication held on behalf on students must be in original containers with a current date and the student's name printed on the label. This information will then be recorded in the official register for medication, held in the Office.

“Over-the-counter medicines” **will not** be administered by **any** staff member.

Asthmatics: Asthmatics who require Ventolin inhalers to be kept in safe keeping in the Office, will also be required to supply a note requesting same. **All inhalers will be located in the medical cabinet located in the Office** to allow quick and easy access in case of emergency. They should be clearly marked with the student's name and class.

Members of Staff are not responsible for administering Nebulisers at school. This is a parental responsibility and if your child requires its use he/she is not well enough to attend School.

Diabetics: Parents of children with diabetes need to discuss a suitable management plan to maintain and control the condition, with the classroom teacher and the Deputy Principal.

Illness	Actions
Chicken Pox	Should be excluded for at least five days after the beginning of the illness and until the last lesion has healed.
Measles	Should be excluded for at least four days from the appearance of rash or until a medical certificate is produced.
Rubella (German Measles)	Should be excluded for at least four days from the appearance of rash or until a medical certificate is produced.
Mumps	Should be excluded for at least nine days after the onset of symptoms.
Hepatitis	Should be excluded until a medical certificate of clearance is obtained.
Impetigo (School Sores)	Not to be excluded if lesions are covered.

Head Lice	Re-admit after shampooing hair with a special shampoo purchased from the chemist for this condition. (A brochure on head lice is available from the Office.)
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STUDENT ACCIDENT PROCEDURE

Unless otherwise directed, if a serious accident occurs to a student either on the School premises or premises being used by the School, the Principal or teacher on duty will take the following actions:

1. Render First Aid as far as he/she is able or move the child if possible to the sick bay for first aid to be administered by the designated staff member.
2. Notify parents/guardians of the accident and arrange for the child to be conveyed home if necessary.
3. If the child remains at School he/she will be kept under observation.
4. If the accident is serious, the ambulance will be called and/or the child will be transported to hospital.
4. The accident register will be completed and a report, if necessary, forwarded to the Executive Director of Education.
6. Should the injury or illness warrant immediate medical attention and *only if* parents or emergency contacts are unavailable, it is School Policy to transport the child to hospital by ambulance.

VEHICLES ENTERING SCHOOL GROUNDS

The School's turn-a-round area accessed via Killarney Avenue and the School staff car park accessed via Glen Eagles Drive are for staff, delivery and emergency vehicles only. These areas are **not for set down / pick up of students** as parents endanger children's lives by using these areas for vehicle access. There are two disabled parking spots assigned for drivers who display the Disabled Sticker in the front window.

Parents of children attending any extra-curricular activities, Out of School Hours Care or the School Dental Service are requested to use Killarney Avenue parking area or Glen Eagles Drive.

Should you need to drive your vehicle into the School grounds in an emergency or for delivery, please notify the Administration Staff.

