Purpose

A parent is directly responsible for providing the student with textbooks and other resources for a student’s use while attending school. As a service to assist parents with the cost of these educational resources, Robina State School will operate a Student Resource Scheme (the Scheme) in 2017 in accordance with Education Queensland guidelines1 and with the support of the school’s Parents and Citizens Association (P&C). The purpose of the Scheme is to provide parents with a cost effective alternative to purchasing textbooks, resources, some consumables and/or materials from elsewhere, through reduced prices gained from the school’s bulk purchasing processes.

Overview

The Student Resource Scheme enables a parent to enter into a written agreement2 with the school that, in return for payment of a specified annual participation fee, provides for the participating student’s temporary use of prescribed textbooks and other resources and/or for the purchase by the parent of consumables and materials for the student’s use.

The Scheme is not used to raise funds for other purposes. Participation fees are directly applied to fund the service delivered by the Scheme. It provides the entire package for the specified participation fee and is not available in parts unless specifically provided for by the school in the scheme fee structure.

The Scheme is referred to as a Student Resource Scheme, regardless of the extent of goods and services provided by the scheme, for example textbooks, hire of musical instruments.

The operation of the scheme is required to be supported annually by the Parents and Citizens’ Association (P&C), and the 2017 Scheme was endorsed by the Robina State School P&C Association at the 2016 May General Meeting for commencement in 2017. The 2017 Scheme will be managed by the school and whilst the principal may enter into supply arrangements for items provided by the Scheme with third parties, the principal is responsible for the management of the Scheme.

The fee is:

- Prep - $140 per student
- Year 1 to 6 - $50.00 per student with a maximum of $150.00 per family.

Participation in the scheme is voluntary, and no obligation is placed on a parent to participate. A parent’s decision to participate is based on consideration of the value afforded by the scheme.

If a parent chooses to participate in the scheme and completes a Participation Agreement Form, a participation fee is due and payable by the parent in accordance with the timeframes stipulated by the school. On lodgment of the completed Participation Agreement Form with the school and payment of the participation fee in accordance with the agreed payment arrangement, the school shall provide the items to the student when due for the student’s use.

Payment of the participation fee by the parent is a requirement for continued participation in the scheme. An unpaid fee will be subject to the school’s debt recovery processes. A parent who does not wish to join the scheme is responsible for providing the student with the items that would otherwise have been provided to the student by the scheme as detailed on the Year Level Requirements List and/or Subject Requirements List provided herein, to enable the student to engage with the curriculum.

The Student Resource Scheme includes textbooks and/or educational resources that, in the absence of the scheme, would be purchased by the parent for the student’s use at school. The Scheme includes printed material such as workbooks and worksheets, produced by the school in lieu of prescribed textbooks.

Education Queensland’s State Education Fee Matrix3 outlines the goods and services commonly provided to a student and included in school fees and all items included in the 2015 Student Resource Scheme are compliant with this matrix.

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• If you choose not to participate you will be expected to provide the resources for your child/ren and then the books and resources will be yours to keep.
• If you choose to participate all items provided for temporary student use by the scheme remain the property of the scheme and shall be returned at the end of the education program or school year or when the student leaves the school, whichever is the earlier. Items provided for temporary student use shall be kept in good condition by the student. Where an issued item is lost or negligently damaged or not returned, the parent may be invoiced and required to pay the replacement cost of the item.

The Student Resource Scheme does not include:
- a voluntary financial contributions request to supplement the instruction, administration and facilities for the education of the student at the school
- student internet access
- resources funded by the state through grant funding to provide a core educational service
- optional school activities such as excursions, camps, performances, and formals.

Before a student can be considered for participation in an optional school activity, a parent who has joined the Scheme is expected to have:
- fully paid the Student Resource Scheme participation fee or
- paid the Student Resource Scheme participation fee up to and including the term in which the school activity takes place or
- made regular on-going payments towards the Student Resource Scheme annual participation fee, as previously arranged with the principal or
- been exempted by the principal from paying all or part of the Student Resource Scheme participation fee.

The principal is to use discretion in choosing to exclude a student from an optional school activity due to non-payment of the Student Resource Scheme participation fee. A student, whose parent has joined the Student Resource Scheme but not paid the participation fee, will continue to be provided with instruction, administration and facilities for the education of the student at the school.

The 2016 Student Resource Scheme is not intended to be a deterrent to a student enrolling at Robina State School or choosing a particular subject. The school and the Department commits to working to support all students and families, and to ensure that students are able to access the resources they need to engage with the curriculum. No student should be disadvantaged educationally because of financial hardship, and discretion and sensitivity will be exercised in managing these issues.

Parents experiencing financial hardship are encouraged to contact the principal to discuss payment or resourcing options that may be available to accommodate their circumstances, including the waiving of a fee, entirely or partly, by the principal. Onus of proof of being so affected is on the parent, and might include a current Health Care Card or other evidence to establish financial hardship.

In considering information from a parent to substantiate financial hardship, Robina State School will comply with the Information Privacy Act 2009 (Qld) and the Information Privacy Principles contained in Schedule 3 of that Act. The extent of information requested and the way that it is sought will be fair and not unreasonably intrude into the personal affairs of the parent. The principal will document the reason for making a decision to waive a fee, entirely or partly, but is not required to retain copies of the information from a parent.

Payments
Payments can be made by direct debit to the School’s bank account or by cash, cheque, EFTPOS or Credit Card. Credit Card payments can be accepted over the phone or in person at the Payments Office.

For more information
Parents are encouraged to regularly visit the School’s website for further information, copies of all relevant forms and timeframes. Inquiries can also be directed to the school and/or the P&C Association in person or via email as below.

www.robinass.eq.edu.au   office@robinass.eq.edu.au   pandc@robinass.eq.edu.au

3 Queensland Government, Department of Education, Training and Employment State Education Fee Matrix, viewed on 14 October 2011

## Obtaining and managing student and individual Consent - FAQs

<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>How often should schools plan to update the individual’s consent?</td>
<td>It is up to schools to decide how often they will update the State School Consent Form. If schools choose to gain consent once it is advisable that parents are regularly reminded to update the school on any changes to their situation. This will ensure that the consent is current; the information accurate, up to date and reflects the student’s (and families) current circumstances, needs and wishes.</td>
</tr>
<tr>
<td>Can a school publish a student’s full name online?</td>
<td>It is considered best practice to only publish first or last name online. By publishing a student’s full name you are giving image, name and location.</td>
</tr>
<tr>
<td>Why does the school, TAFE or business unit need permission to use copyright works created by students?</td>
<td>Students hold copyright to the original works they create during their education and therefore as owners control how others may use their works. DETE relies on the student or if under 18 years, their parent’s or carers consent, in order to reproduce, adapt, communicate and publish the student’s copyright works.</td>
</tr>
<tr>
<td>Why does DETE need the individual’s consent to use or disclose personal information?</td>
<td>The recording use or disclosure of state school students personal information (prospective, current and past) is prohibited, unless for a purpose of the Education (General Provisions) Act2006, or unless one of the other listed exceptions under s 426 apply. Further, personal information of employees, parents, volunteers and community members held by the department may not be used or disclosed unless one of the exceptions in the Information Privacy Act 2009, permitting the department to use or disclose, applies. Consent by the individual, permitting the department to disclose personal information, is an exception in both Acts. It is considered best practice to not publish student’s full names (first and last) online. Relying on the individual’s consent to disclose personal information is an effective way of ensuring the school / TAFE employees meet these statutory obligations.</td>
</tr>
<tr>
<td>What is “informed consent”?</td>
<td>For consent to be valid it needs to be voluntary, informed, specific and current. Informed consent means that the consenting individual knows how the school / TAFE will use their copyright works, and / or, to whom and under what conditions, their personal information is to be recorded, used or disclosed before agreeing.</td>
</tr>
</tbody>
</table>
For example, in seeking informed consent, the department, business unit, TAFE or school needs to describe clearly to the individual:

- what information will be published (e.g. what copyright material; what personal information) and
- where / to whom that information will be published/disclosed (e.g. identify the publicly accessible website, social media site, newspaper, name of the entity).

Note: the State School and TAFE Consent Form and the Project Consent Form are suited for publishing to a social media site.

<table>
<thead>
<tr>
<th>Can consent be revoked?</th>
<th>Due to the viral nature of the internet and social media sites consent cannot be revoked. Individuals can limit consent on the State School and TAFE Consent Form.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Can consent be limited?</td>
<td>Yes, consent can be limited on the State School and TAFE Consent Form. Schools must note every limitation and ensure consent is not breached.</td>
</tr>
</tbody>
</table>
| What consent forms are available for use by schools / TAFEs? | Schools / TAFE’s are to use the State School and TAFE Consent Form at the time of student enrolment, re-enrolment or continuing enrolment.  
The Project Consent Form is for stand-alone projects and is designed to be used for corporate units of the department only.  
NOTES:  
The Project Consent Form cannot be used in lieu of the State School and TAFE Consent Form.  
Only the Community Engagement and Partnerships Branch (CEP) are to use the Still Photography Consent Form. |
| What activities does the State School and TAFE Consent Form cover? | The State School and TAFE Consent Form covers the recording use and disclosure of student’s personal information and use of student copyright materials during the day-to-day on-campus educational activities (including school / TAFE intranet and social media), carrying out administrative tasks, and for purposes of conducting on-campus assemblies / awards ceremonies / art events / dramatic and musical performances related to the curriculum and other displays of student work.  
The State School and TAFE Consent Form also allows the department, school or TAFE to reproduce, communicate, adapt and publish the student’s copyright work and personal information, set out in the preceding paragraph, for purposes identified in Section 2 of the State School and TAFE Consent Form subject to any amendments / conditions made by the student or volunteer.  
However, the State School and TAFE Consent Form does not provide a blanket permission to disclose personal information to non-DET-E entities, |
so unless the disclosure is authorised or required under the EGPA, VETE Act, or another Act, or clearly authorised under Section 4 of the **State School and TAFE Consent Form**, then the department, school or TAFE will need to seek further consent from the individual.

<table>
<thead>
<tr>
<th>Which consent form is suitable for use by all DETE business units?</th>
<th>The <strong>Project Consent Form</strong> is suitable for use by all DETE business units for stand-alone projects but cannot be used by schools / TAFE Institutes in lieu of the <strong>State School and TAFE Consent Form</strong>. Note: Only the Community Engagement and Partnerships Branch (CEP) are to use the <strong>Still Photography Consent Form</strong>.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Can I alter, shorten or otherwise change the consent forms?</td>
<td><strong>No.</strong> Seek advice from Legal and Administrative Law Branch if a change to the forms is necessary.</td>
</tr>
<tr>
<td>Can I use the Community Engagement and Partnerships (CEP) <strong>Still Photography Consent Form</strong> in lieu of the <strong>Project Consent Form</strong>?</td>
<td><strong>No.</strong> The <strong>Still Photography Consent Form</strong> is for the exclusive use of Community Engagement and Partnerships (CEP), Office of the Director General.</td>
</tr>
</tbody>
</table>
This policy reflects the importance the school places on students displaying courtesy, consideration and respect for others whenever they are using personal technology devices.

**Certain Personal Technology Devices Banned From School**
Students must not bring valuable personal technology devices like cameras, digital video cameras or MP3 players to school as there is a risk of damage or theft. Such devices will be confiscated by school staff and may be collected at the end of the day from the school office. Breaches of this prohibition may result in discipline.

**Confiscation**
Permitted personal technology devices used contrary to this policy on school premises will be confiscated by school staff. They will be made available for collection from the school office at the end of the school day unless required to be kept for purposes of disciplinary investigation, when it will only be returned in the presence of a parent.

Parents will be formally notified of permitted personal technology devices that can be brought to school through the newsletter. A parent may request that a student be allowed to bring a mobile phone to school for use when travelling to and from school. When students arrive at the school the mobile phone must be switched off and handed in at the school office at the beginning of the day and collected at the end of the day.

Devices potentially containing evidence of criminal offences may be reported to the police. In such cases police may take possession of such devices for investigation purposes and students and parents will be advised to contact Queensland Police Service (QPS) directly.

Students who have a personal technology device confiscated more than once will not be permitted to have a personal technology device at school for at least one month, or longer if deemed necessary by the Principal.

**Personal Technology Device Etiquette**
Bringing personal technology devices to school is not encouraged by the school because of the potential for theft and general distraction and/or disruption associated with them. However, if they are brought to school, they must be turned off and handed into the office at the beginning of the day and collected at the end of the day. Students who choose not to hand in their personal technology devise will be reminded about the personal technology device etiquette.

**Recording voice and Images**
Every member of the school community should feel confident about participating fully and frankly in all aspects of school life without concern that their personal privacy is being invaded by them being recorded without their knowledge or consent.

We uphold the value of trust and the right to privacy at Robina State School. Students using personal technology devices to record inappropriate behaviours or incidents (such as vandalism, fighting, bullying, staged fighting or pranks etc) for the purpose of dissemination among the student body or outside the school, by any means (including distribution by phone or internet posting) builds a culture of distrust and disharmony.

Students must not record images anywhere that recording would not reasonably be considered appropriate (e.g. in change rooms, toilets or any other place where a reasonable person would expect to be afforded privacy).

Recording of events in class is not permitted unless express consent is provided by the class teacher.
A student at school who uses a personal technology device to record private conversations, ordinary school activities (apart from social functions like graduation ceremonies) or violent, illegal or embarrassing matter capable of bringing the school into public disrepute is considered to be in breach of this policy.

Even where consent is obtained for such recording, the school will not tolerate images or sound captured by personal technology devices on the school premises or elsewhere being disseminated to others, if it is done for the purpose of causing embarrassment to individuals or the school, for the purpose of bullying or harassment, including racial and sexual harassment, or where without such intent a reasonable person would conclude that such outcomes may have or will occur.

Students involved in:
- recording; and/or
- disseminating material (through text messaging, display, internet uploading etc); and/or,
- knowingly being a subject of a recording

Are in breach of this policy and may be subject to discipline (including suspension and recommendation for exclusion).

Students should note that the recording or dissemination of images that are considered indecent (such as nudity or sexual acts involving children), is against the law and if detected by the school will result in a referral to QPS.

**Text communication**
The sending of text messages that contain obscene language and/or threats of violence may amount to bullying and or harassment or even stalking, and will subject the sender to discipline and possible referral to QPS. Students receiving such text messages at school, should ensure they keep the message as evidence and bring the matter to the attention of the school office.

**Assumption of cheating**
Personal technology devices may not be taken into or used by students at exams or during class assessment unless expressly permitted by staff. Staff will assume students in possession of such devices during exams or assessments are cheating. Disciplinary action will be taken against any student who is caught using a personal technology device to cheat during exams or assessments.

**Recording Private Conversations and the Invasion of Privacy Act 1971**
It is important that all members of the school community understand that under the Invasion of Privacy Act 1971, 'a person is guilty of an offence against this Act if the person uses a listening device to overhear, record, monitor or listen to a private conversation'. It is also an offence under the Act for a person who has overheard, recorded, monitored or listened to a conversation to which s/he is not a party to publish or communicate the substance or meaning of the conversation to others.

Students need to understand that some conversations are private and therefore to overhear, record, monitor or listen to such private conversations may be in breach of this Act, unless consent to the recording is appropriately obtained.

**Special Circumstances Arrangement**
Students who require the use of a personal technology device in circumstances that would contravene this policy (for example to assist with a medical condition or other disability or for a special project) should negotiate a special circumstances arrangement with the Deputy Principal or Principal.

* Personal Technology Devices includes, but is not limited to, games devices (such as Portable gaming devices, Tamagotchis®, laptop computers, PDAs, Blackberrys®, cameras and/or voice recording devices (whether or not integrated with a mobile phone or MP3 player), mobile telephones, Ipods® and devices of a similar nature.

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1 Education Queensland does not tolerate bullying behaviour at schools. This includes bullying conducted by electronic means.
Robina State School

DRESS CODE AND UNIFORM POLICY

Robina State School is a uniform school with a dress code developed in consultation with the Parents' and Citizens' Association.

The dress code and uniform are reviewed annually in consultation with the P and C Association. Students, staff and parents are advised before any changes are implemented.

The Dress Code and Uniform Policy is provided as part of the Enrolment Agreement and it is a condition of enrolment at Robina State School that parents agree to adhere to the Dress Code and Uniform Policy. The responsibility for dress code belongs to the parent/caregiver. Robina State School sets the expectation through the Dress Code and Uniform Policy and the parent/caregiver agrees to make sure their child attends school dressed appropriately.

The Dress Code and Uniform Policy consists of an agreed standard of dress and items of clothing which include a dress uniform, Prep unisex uniform, Year 6 graduation shirt and sports uniform. Students wear the specified uniform when:
- Attending or representing Robina State School
- Travelling to and from school
- Engaging in school activities out of school hours.

Robina State School has a Dress Code and Uniform Policy that requires the wearing of a school uniform that aims to contribute to a safe and supportive teaching and learning environment through:
- Ready identification of students and non-students
- Fostering a sense of belonging
- Developing mutual respect by minimizing visible evidence of economic and social difference.

The Dress Code and Uniform Policy reflects community standards and is consistent with occupational health and safety, anti-discrimination and Sun Safety Strategy policies. The Dress Code and Uniform Policy clearly outlines the standards of acceptable or reasonable dress in relation to clothing worn by students, including headwear and footwear. The policy also addresses other aspects of personal grooming and presentation such as hair, makeup, fingernail polish, jewellery and stick on tattoos.

<table>
<thead>
<tr>
<th>PREP</th>
<th>Male Yr 1 to 6</th>
<th>Female Yr 1 to 6</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Dress Uniform</strong></td>
<td>Unisex sport shirt and sport shorts</td>
<td>Robina blue shirt with sleeve trim, embroidered pocket, navy shorts</td>
</tr>
<tr>
<td><strong>Sports Uniform</strong></td>
<td></td>
<td>Robina sport shirt with navy blue sport shorts</td>
</tr>
<tr>
<td><strong>Graduation Shirt</strong></td>
<td></td>
<td>Annual Yr 6 graduation shirt</td>
</tr>
<tr>
<td><strong>Winter Uniform</strong></td>
<td>Unisex navy blue tracksuit with zip jacket</td>
<td>Unisex navy blue tracksuit with navy blue jumper</td>
</tr>
<tr>
<td><strong>Shoes</strong></td>
<td>Black leather shoes or joggers</td>
<td></td>
</tr>
<tr>
<td><strong>Socks</strong></td>
<td>White ankle socks (Robina 'logo' optional)</td>
<td></td>
</tr>
<tr>
<td><strong>Hat</strong></td>
<td>Navy blue wide-brim Robina logo hat with reversible house colours</td>
<td></td>
</tr>
<tr>
<td><strong>Schoolbag</strong></td>
<td>Navy blue backpack</td>
<td></td>
</tr>
</tbody>
</table>
Uniform Expectations
Students must:
- Wear school uniform at all times unless otherwise stated
- Wear the nominated Robina State School hat
- Wear shoes that are robust and capable of protecting the student’s feet while allowing them to engage in the range of school activities. Black leather shoes or joggers are recommended. Sandals and thongs are not allowed. Students should not wear canvas shoes or fashion shoes.
- Wear the sports uniform on the days that they have physical education or sport
- Wear the dress uniform for school excursions unless otherwise specified
- Wear the dress uniform for school photographs unless otherwise specified
- Wear the dress uniform when they are a school leader and host school events or represent the school at official events.
- Wear the required uniform if they are a member of a school music performance group.

Dress Code
- Hats - Hats are compulsory and all students must wear the Robina State School hat whilst outdoors.
- Hair - All students must wear hairstyles that are clean, neat, and tidy and tied back with headband or clips coloured blue, white and/or lemon. Hairstyles deemed unacceptable include colouring of hair, extreme styles - tracks, Mohawks, Rat’s Tails and others as agreed to by the Parents’ and Citizens’ Association from time to time.
- Jewellery – In interests of safety, jewelry is to be kept to a minimum with students only wearing a watch, one set of plain studs or sleepers in their ears. Medical bracelets may be worn. No other form of jewellery or adornment should be worn. Parents must seek approval from the principal for their child to wear jewellery for religious purposes. On request a child may wear a bracelet that promotes a recognized charity or community awareness campaign.

Out of Uniform
If a student is unable to wear the required school uniform, parents/carers must send a note to the class teacher explaining the reason and indicating when the student will be wearing the required school uniform.

Any student not in the required uniform or breaching the school dress code will be issued with a School Dress Code note. The purpose of the school dress code note is to inform the parent that on enrolment they agreed to abide by the Uniform Policy and Dress Code and that their child needs to be in the required uniform.

Sanctions
Robina State School is able to impose sanctions on a once only per episode of non-compliance with the Uniform Policy and Dress Code. The sanctions imposed are:
- Detention during lunch or after school
- Prevent the student from attending, or participating in, an activity for which the student is representing the school,
  Or
- Prevent the student from attending or participating in any school activity that is not an essential educational program.

Uniform Free Days
The Principal in consultation with the school community can approve a uniform free day. Students are able to wear acceptable dress in place of the school uniform. Students must not wear inappropriate dress which is deemed to be:
- Offensive
- Likely to disrupt, or negatively influence, normal school operations
- Unsafe for students or likely to result in a risk to health and safety of other students.
Acceptable Use of the Department’s Information, Communication and Technology (ICT) Network and Systems

Information for Students and Parents
On School ICT Network Usage

Why are schools providing student access to Information Communication and Technology (ICT) facilities?

To ensure young Queenslanders are well equipped to contribute fully to the information economy, the education sector is responding to the innovation directions of the Smart State Strategy through Smart Classrooms.

This strategy underpins the growth and improvement in innovative programs and resources in schools for teachers and students. Essential tools for providing these innovative educational programs are the intranet, internet, email and network services. These technologies are vital for the contemporary educational program provided in schools. At all times students will act in line with the requirements of the Code of School behaviour and the specific rules of their school.

What is acceptable/appropriate use/behaviour by a student?

It is acceptable for students to use school computers and network infrastructure for:

- assigned class work and assignments set by teachers;
- developing appropriate literacy, communication and information skills;
- authoring text, artwork, audio and visual material for publication on the Intranet or Internet for educational purposes as supervised and approved by the school;
- conducting general research for school activities and projects;
- communicating or collaborating with other students, teachers, parents or experts in relation to school work;
- accessing online references such as dictionaries, encyclopaedias, etc.
- researching and learning through the Department’s e-learning environment.

What is unacceptable/inappropriate use/behaviour by a student?

It is unacceptable for students to:

- use the IT resources in an unlawful manner
- download, distribute or publish offensive messages or pictures;
- insult, harass or attack others or use obscene or abusive language;
- deliberately waste printing and Internet resources;
- damage computers, printers or the network equipment;
- commit plagiarism or violate copyright laws;
- use unsupervised internet chat;
- use online email services (e.g. hotmail), send chain letters or Spam e-mail (junk mail)
- knowingly download viruses or any other programs capable of breaching the Department’s networks security.

Usernames and passwords are to be kept private by the student and not divulged to any other individual (e.g. a student should not share their username and password with fellow students).

Students can not use another student or staff member’s username or password to access the school's network, including not trespassing in another person’s files, home drive or e-mail.
Additionally, students should not divulge personal information (e.g. name, parent's name, address, phone numbers), via the internet or e-mail, to unknown entities or for reasons other than to fulfil the educational program requirements of the school.

Students and parents are to employ caution with the use of mobile devices e.g. USBs, particularly as these devices can store significant numbers and sizes of files some of which may be unacceptable at school e.g. games and “exe” files which may contain viruses.

Please note that personal files on USBs may be deleted by the Department’s malware protection.

**What is expected of schools when providing student’s with access to ICT facilities?**

Schools will provide information in relation to student access to and use of the network and reserve the right to restrict/remove student access to the intranet, internet, email or other network facilities if they do not adhere to the school’s network usage and access guideline/statement.

Schools will prepare students for the possibility of unanticipated access to harmful information, materials or approaches from unknown persons via the internet or email.

Schools will ensure that students are aware of [Occupational health and safety issues](#) when using computers and other learning devices.

Schools that are implementing or have implemented the [1 to1 Learning Program](#) need to ensure all steps have been taken to provide a safe and effective learning environment for students while meeting the Department's standards for network usage and access security.

**What awareness is expected of students and their parents?**

Students and their parents should:

- understand the responsibility and behaviour requirements (as outlined by the school) that come with accessing the school’s ICT network facilities;
- ensure they have the skills to report and discontinue access to harmful information if presented via the internet or e-mail;
- be aware that:
  - access to ICT facilities provides valuable learning experiences for students and supports the school’s teaching and learning programs;
  - ICT facilities should be used appropriately as outlined in the [Code of School Behaviour](#);
  - the Principal may determine that student privately owned devices may not be used at the school;
  - students who use a school’s ICT facilities in a manner which is not appropriate may be subject to disciplinary action by the school, including restricting network access;
  - despite departmental systems to manage all access to information on the Internet, illegal, dangerous or offensive information may be accessed or accidentally displayed;
  - teachers will always exercise their duty of care, but avoiding or reducing access to harmful information also requires responsible use by the student.
The Robina State School Homework Policy has been developed in consultation with the school community and endorsed by the Parents and Citizens’ Association.

Homework is seen as independent practice which is any type of work students complete by themselves without the teacher’s help. Independent practice is not for students to teach themselves content. The purpose of independent practice is to provide students with additional repetitions to the lesson’s concepts and skills so students will remember them. The repetitions transfer the newly taught information into long-term memory so students will remember, and to develop fluidity and automaticity so students can work quickly and accurately.

The setting of homework takes into account the need for students to have a balanced lifestyle. This includes sufficient time for family, recreation, cultural pursuits and employment where appropriate.

Robina State School believes that homework that enhances student learning:
• is purposeful and relevant to students needs
• is appropriate to the phase of learning (early, middle and senior)
• is appropriate to the capability of the student
• develops the student's independence as a learner
• is varied, challenging and clearly related to class work
• incorporates appropriate use of information and communication technology
• allows for student commitment to recreational, employment, family and cultural activities.

Purpose
Robina State School considers homework is necessary for the following reasons:
- reinforcement of skills / concepts being currently taught in school
- allows children to ask questions and clarify problem areas
- teachers are able to identify problem areas
- assists the development of good work, independent study habits and time organisation
- is a way in which students, parents and teachers can monitor learning progress.

Definition
Robina State School defines homework as:
- the revision and practice of work taught in class, and
- preparation for class learning.

Responsibilities
Teachers:
- inform parents and students of homework procedures and consequences
- set appropriate homework regularly
- check / mark set tasks regularly
- monitor students’ completion of homework and provide feedback to students and parents
- consult with parents where needed to achieve the best educational outcomes for the child.

Students:
- hand in homework by due date/time
- homework may be completed at school in the computer lab at the designated time
- notify class teacher if homework isn’t complete
- seek clarification from teacher/parent if having difficulties with homework tasks
• present homework in an acceptable manner such as homework book or learning place space
• complete homework to acceptable standard
• complete homework to the best of their ability.

Parents / Caregivers
• are expected to show an active interest in supervision of homework, especially oral reading
• are expected to show an active interest in helping but not complete homework
• if homework is unable to be completed or concepts not understood notify the class teacher by a note, email or personal approach
• ensure children have equipment at home to complete homework tasks

Time Allocation
The following table is a guide to the amount of time expected for students to spend on homework according to their year level and suggested homework activities.

<table>
<thead>
<tr>
<th>Years</th>
<th>Education Qld Guidelines per week</th>
<th>Suggested Types of Activities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prep</td>
<td>Generally not required, but RSS recommends up to an hour per week / 15min a day</td>
<td>▪ High frequency words / Reading</td>
</tr>
<tr>
<td>Years 1-3</td>
<td>Up to an hour a week / 15min a day</td>
<td>▪ Spelling / Reading / Number facts</td>
</tr>
<tr>
<td>Years 4-5</td>
<td>Up to 2-3 hours a week / 30min a day</td>
<td>▪ Spelling/Reading/ Number Facts</td>
</tr>
</tbody>
</table>
| *Years 6 | Up to 3-4 hours a week / 45min a day | ▪ Spelling/Reading/ Number Facts
▪ English & Maths activities
▪ Project work (final drafts, illustrations etc)
▪ Completion of class work |

* Year 6 suggested daily times and homework activities may vary during the year in preparation for High School.

Homework may be given to students as a weekly worksheet or daily diary entries, including electronic or digital modes. At the beginning of the school year at the parent/teacher information sessions the teacher will explain the homework procedure for the class group.

As the setting of homework takes into account the need for students to have a balanced lifestyle a parent may negotiate with the class teacher to adjust homework for their child and in some instances to exempt them from homework.

CONSEQUENCES FOR NON COMPLETION OF HOMEWORK:
If homework is not completed students may be required to complete homework
▪ before school
▪ at lunchtime
▪ during class activities at the discretion of the teacher
▪ the next night

Parents will be contacted in cases of repeated non-compliance in order to achieve the best outcomes for their child. As a result of consultation the parent may request that homework be adjusted for their child or in some instances exempt their child from homework

Reporting
Homework will be reported on Semester 1 and 2 report cards.
ATTENDANCE
Being at school every day counts, with one day absent each week quickly adding up to two months of missed lessons in a year. Under Queensland law, you must make sure your child of school age attends school all day, every school day unless they have an acceptable reason. Illness or competing in a school sporting event are acceptable reasons for being absent from school. Activities such as shopping, haircuts, having a day off for a birthday, visiting family and friends, or tiredness are not acceptable reasons for student absences. The Principal decides if the reason given for a child's absence is acceptable.

ARRIVAL AND DEPARTURE
Children are expected to arrive from 8.30am and depart at 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.

Outside School Hours Care is available for students from 6:30am for children needing to arrive at school early.

If a student arrives before 8:30am they are to sit in the area between the School Office and the Digital Learning Centre. No supervision is provided before school and parents.

Children who arrive after the commencement bell of 8.50am are to report to Student Services to be marked present on the roll. If a student arrives after 8:50am and does not go by way of the office they will more than likely have missed the class roll making and will be recorded as an unexplained absence. This will result in a text message being sent to the nominated parent.

Students collected before 3.00pm must be signed out at the Office by an adult who is either a parent or an Emergency Contact.

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.

ABSENCE FROM SCHOOL
It is school policy and expected that parents/guardians either email or telephone the school office on the FIRST day of a student’s absence from school simply explaining that your child is absent and is in your care.
- Email address: office@robinass.eq.edu.au
- School telephone: (07) 5562 4111

If no notification is received by phone or email the absence will be recorded as unexplained. Daily an automatic text message is sent to the nominated parent of all students marked with an unexplained absence. The nominated parent is expected to reply by text giving a reason for the absence. All unexplained absences are be followed automatically until a reason is received. The number of unexplained absences is monitored and followed up with a call from the office.

A review of student attendance is conducted each term. At the end of Term 1 a letter is sent to students with unexplained absences or a high rate of absenteeism.

At the end of Semester 1 an interview is conducted with parents of students with a significant number of unexplained absences and those who have a high rate of absenteeism.
Regular school attendance

Information for parents and carers

Did you know? Research shows that in Queensland, higher student attendance at school is associated, on average, with higher student achievement.

Why is regular attendance at school important?
Regular school attendance will mean that your child has a better chance in life. Your child will achieve better when they go to school all day, every school day.
- they learn better
- they make friends
- they are happier
- they have a brighter future.

Why must I send my child to school?
Under Queensland law, you must make sure your child of school age is enrolled and attends school all day, every school day unless they have an acceptable reason. Illness, doing work experience or competing in a school sporting event are acceptable reasons for being absent from school.

Principals decide if the reason given for your child’s absence is acceptable.

Avoid keeping your child away from school for:
- birthdays, shopping, visiting family and friends, if they sleep in, looking after other children, minor check ups or care such as hair cuts.

Routine medical or other health appointments should be made either before or after school or during the school holidays.

What should I do if our family is going on a holiday in school time?
You are encouraged not to schedule holidays during school time. If your family holiday is during school time, let the school know in advance and talk about what arrangements can be made for your child. Depending on the circumstances the school may be able to provide tasks for your child to complete while they are absent or assist you to organise an exemption from schooling.

Do I need to let the school know if my child has been away from school?
Yes, you must let the school know the reason why your child has been absent from school within two school days of their return. If possible, advise the school beforehand.

Are you having problems getting your child to school for some of these reasons?
- won’t get out of bed in the morning
- won’t go to bed at night
- can’t find their uniform, books, school bag ...
- slow to eat breakfast
- haven’t done their homework
- watching TV
- have a test or presentation to do, have an assignment to hand in
- it’s their birthday.

If so, a set routine can help
- have a set time to go to bed
- have a set time to get out of bed
- have uniform and school bag ready the night before
- have a set time for starting and finishing breakfast
- set a time for daily homework activities
- speak about school positively
- be firm, send your child to school every school day including their birthday and the last day of term!

What should I do if my child won’t go to school?
You should contact the school as soon as possible for advice and support.

Every day counts – Is your child at school today?
www.education.qld.gov.au/everydaycounts
**Every day counts**

**MOST STUDENTS ATTEND SCHOOL EVERY DAY**

It’s important that children are at school all day, every day.

**OK reasons to stay home from school**

- sick
- natural disasters

**It’s NOT OK to skip school to shop, sleep in, finish an assignment, go on holidays**

**EVERY DAY AT SCHOOL COUNTS**

Missing even 1 day can make a difference

1 day off school each fortnight = Missing more than a year of learning over 12 years

Each day’s learning builds on what has been learnt before

Good attendance begins in Prep

It’s where good habits begin

**ATTEND ALL DAY, EVERY DAY**

What parents can do

- Promote the importance of school
- Get to know the teacher
- Go to school events
- Read the school newsletter
- Be organised at home
- Supervise homework
- Ask about your child’s day
- Volunteer to help at school

Get involved in your child’s school

**For more information**

Go to the Every day counts website: http://education.qld.gov.au/everydaycounts/

**Great state. Great opportunity.**

March 2014
Complaints come to the principal and other school staff in many forms. Complaints can be from parents/carers, community, staff or students. This document outlines the procedures undertaken at this school to manage complaints. Complaints management at this school is also underpinned by section 46 of the Education (General-Provisions) Act 2006 (Qld), Education Queensland’s Complaints Management - State Schools and Making a Complaint located on the department’s website. All complaints are handled in a positive and open way.

1. Documentation
The school documents all complaints. Complaints are recorded and reported to the principal as soon as practicable after receiving the complaint. Complaints can be made directly to the principal. The record of the complaint:
• uses objective language clearly stating the facts
• contains information in chronological order as practically possible
• uses quotation marks, where appropriate and necessary
• is neatly and legibly written in biro/pen or in print in clear unambiguous language
• includes, where necessary, initialled and dated corrections
• includes signature, designation of the author, and time and date of the incident/complaint.

If the complaint is not resolved at the first point of contact, the complaint is acknowledged within five working days by telephone, in person, by email, or in writing. Documents related to the complaint are kept and stored in accordance with the relevant departmental policies and procedures. Please refer to Managing the Department's Records and Access to Records Held in Schools.

2. Complaints Management Phases
There are 4 key phases in handling a complaint, with the option of a fifth phase for review of a complaint outcome:
• Phase 1. Receiving and clarifying the complaint
• Phase 2. Deciding how to handle the complaint
• Phase 3. Finding out about the complaint
• Phase 4. Making a decision about the complaint
• Phase 5. Review

Phase 1 - Receiving and clarifying the complaint
Any member of staff can receive a complaint. All complaints are received in the following manner:
• being respectful and helpful
• giving the person your undivided attention
• not being defensive, apportioning blame
• remaining positive
• not perceiving anger as a personal attack.

When a staff member receives a verbal complaint they:
• listen carefully to the issues being raised
• summarise the issues to clarify and check that they understand what the complainant is telling you
• empathise and acknowledge the complainant’s feelings
• find out what the complainant wants to happen as a result of the complaint
• tell the complainant that they may use the support of a 3rd party in progressing the complaint, if they feel this is needed
• resolve the complaint if possible, or assure the complainant that an appropriate staff member will address their complaint
• advise the complainant what will happen with their complaint
• thank them for their complaint.

Complaints are sometimes made with the assistance of an advocate, interpreter or by a third party (as agreed between the complainant and the principal). In this case staff will receive and clarify a complaint from more than one person. Many complaints are resolved at the first point of contact with information and/or an explanation, together with an apology and recognition of the effect the situation has had on the person. Some complainants may also want an undertaking that action will be taken to prevent the problem recurring.

When the complaint is not resolved immediately, the complaint is referred to the principal as soon as is practicable. A member of staff who receives a verbal complaint that is not resolved informs the complainant of the options of:
• putting their complaint in writing, or
• assisting the member of staff to record, in writing, the particulars of their complaint.

In general, if the complainant agrees to put the complaint in writing, the member of staff takes no further action unless or until a written complaint is received. However, if the complaint relates to a report about harm (whether physical/emotional/sexual) of a student under 18 years attending a state educational institution, refer to Student Protection, for detailed obligations of all Education Queensland employees.
Once the complainant indicates that they would like to register a formal complaint verbally, the member of staff makes a written outline of the issues concerned. The record is read to the complainant, with opportunity for appropriate amendments and the complainant is asked to sign, where possible, the written version of the complaint. The staff member also signs (indicating their personal designation, for example, "Year 7 Teacher, XYZ State School") and dates the complaint. No signature is required for verbal complaints taken over the phone, but the complainant is asked to provide verbal confirmation of the issues that have been recorded.

If a complainant refuses to sign or confirm a written recording of a verbal complaint, the staff member notes the refusal on the written complaint. The complainant is told that this refusal will be noted and that the process will be reliant on the staff member’s interpretation and notes only. The complainant may not, at a later date, make another complaint based on a lack of satisfaction with this record of complaint.

Receiving a written complaint
When a written complaint is received it is date-stamped and forwarded to the principal.

Receiving an anonymous complaint
When an anonymous complaint is received, the complainant is told of the possible limitations associated with making an anonymous complaint.

Phase 2 - Deciding how to handle the complaint
When a staff member receives a complaint, they:
- begin the process of making an assessment about a complaint from the moment the complaint is received
- make an assessment in the first instance about whether the issue can be dealt with as a concern or a complaint
- if they are not the principal, refer the complainant or the complaint to the principal for addressing.

The principal decides whether to:
- take no further action
- attempt to resolve the complaint through resolution strategies such as mediation
- refer the complaint to the relevant internal or external agency if required
- initiate an investigation of the complaint, within the school, if further information is required.

Co-ordination of complaints
The principal has the final responsibility for the management of all complaints that relate to school management issues under his/her jurisdiction. The complaint can be referred to another staff member in the school for action (for example, the deputy principal, business services manager or nominated staff member). If the complaint relates to departmental policy, or a departmental policy position, the complainant is advised to take their complaint to the relevant regional office. If the complaint is in relation to official misconduct, student protection or a perceived breach of privacy, the complaint is directed to the Ethical Standards Unit and the Legal Administrative Law Branch.

Record of complaint
The principal ensures that records of a complaint and any referral of a complaint are kept for either internal or external review.

Phase 3 - Finding out about the complaint
The principal or delegate gathers all the necessary facts about the complaint while keeping in mind the principles of natural justice of all parties concerned. The principal or delegate investigates complaints by:
- collecting and analysing information relevant to the matter
- working collaboratively with all people involved
- finding the facts relating to the matter
- identifying any contributing factors to the matter
- consulting the relevant DETE Procedure Register on issues that relate to the complaint
- documenting the investigation report or outcome.

Phase 4 - Making a decision about the complaint
Based on the facts gathered in Phase 3, the principal or delegate makes a decision on the complaint.

Notifying the complainant of the decision
Within 28 days of the receipt of the complaint, the principal provides the complainant with either:
- a written response, including reasons for the decision, or
- a written notification that their complaint has been referred to an internal or external agency.

Phase 5 Review Phase
If the complainant is not satisfied with this response, they are encouraged to discuss it further with the school principal and/or advised to contact the principal’s supervisor, the Executive Director, Schools at the regional office. Further review of the decision is available from the Queensland Ombudsman as described in Making a Complaint.
Parent Notice for Religious Instruction in School Hours

Religious instruction (RI) is offered at the school and is conducted on Tuesday between 2:00 and 3:00pm. The faith group/s that provide/s religious instructors to deliver an authorized program is/are listed below:

<table>
<thead>
<tr>
<th>Arrangements for programs</th>
<th>Participating faith group/s</th>
<th>Name of authorized program</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cooperative program</td>
<td>Uniting Church/Anglican</td>
<td>Christian Education program Connect Curriculum</td>
</tr>
<tr>
<td>Single program</td>
<td>Buddhist</td>
<td>Buddhist Education Services for Schools Syllabus</td>
</tr>
</tbody>
</table>

Parents of child/ren participating in these programs will be advised if a faith group requires funds to cover the expense of materials used in RI.

Students are allocated to RI based on information provided by parents on the completed Application for Student Enrolment unless other written instructions have been provided to the school. Prep students do not participate in Religious Instruction. Note: This information remains operational unless the parent informs the school otherwise in writing.

Students who are not participating in RI will be provided with other instruction in a separate supervised location. Other instruction must relate to part of a subject area already covered in class and may include, but is not restricted to:

- wider reading
- personal research
- revision / homework tasks

Parents will be advised of any changes to the RI program to ensure they are able to make an informed decision on their child’s participation. You may change these arrangements at any time by notifying the principal in writing.


Department Insurance Arrangements and Accident Cover for Students

Some school activities and physical education, particularly contact sports, carry inherent risks of injury. Parents are advised that the department does not have Student Accident Insurance cover for students.

If your child is injured at school as a result of an accident or incident, all costs associated with the injury, including medical costs, are the responsibility of the child, parent or caregiver.

Some incidental medical costs may be covered by Medicare. If parents have private health insurance, some costs may also be covered through the private health insurance. Any other costs would be borne by the parents. Student Accident Insurance is an insurance policy that pays certain benefits in certain circumstances should your child have an accident.

It is a personal decision for parents as to the types and levels of private insurance they arrange to cover their child for any accidental injury that may occur.

Parents should contact their insurer or an approved Australian insurance broker for more information about student personal accident insurance cover for their child.

NEWSLETTER
The school newsletter is produced weekly and distributed each Thursday. The newsletter is an electronic newsletter emailed to registered subscribers. There are two ways you can subscribe.

1. Log onto the school website https://robinass.eq.edu.au and follow the links to register to receive a newsletter.
2. Go direct to the newsletter subscription page and register.

EMAIL
Individual emails and group emails are used to communicate with parents. Student Report Cards are emailed each Semester to parents. For parents to receive individual, group and report cards via email you need to have:
- An email address recorded in the Parent Contact details: and
- Receives Correspondence is ‘Yes’ in Parent/Student Relationship details.

Parents/caregivers need to provide one email address for the purpose of receiving by email. The school will ensure that the ‘Yes’ tab is checked to Receive Correspondence in Parent/Student Relationship details.

WEBSITE
The school website is located at https://robinass.eq.edu.au and includes information about the school, enrolling, curriculum extra-curricular, facilities, calendar and news, our community and support and resources. Individual notices sent home by way of students are uploaded onto the school webpage.

QSCHOOLS
One of the easiest ways to access to school information is through the QSchools app

You can download the QSchools app and subscribe to receive the latest news from our school on your smart phone or tablet. QSchools is free and available from the iTunes store and Google Play. On top being able to access calendar, newsletter and other information from our school website the upgraded app can also access uniform shop information and school social media pages. It all makes staying in touch and up to date a little easier for your family.

Visit the department’s apps page for more information and all the features: http://deta.qld.gov.au/about/app/

The QSchools app is available for free download through iTunes, Google Play and the Window’s store.

QPARENTS
Parents have the opportunity to register to use QParents, an online portal available through the web or mobile application which gives secure access to their child’s student information including:
- Attendance and absence details, as well as the ability to notify the school of an absence
- Behaviour information
- Academic report cards
- Viewing unpaid invoice details, payment history, and making payments online
- Viewing and updating personal student details, including medical conditions and address
- Enrolment details

FACEBOOK
Several Facebook pages operate for groups associated with Robina State School
- Just for CPR’s: CPR Facebook Closed Group: https://www.facebook.com/groups/RobinaSSCPR2014/
- For everyone in the school interested in the Robina SS Music Community: https://www.facebook.com/groups/RobinaSSMusiccommunityGroup/

CLASSROOM PARENT REPRESENTATIVE NETWORK
The CPR network maintain an email tree for distribution of information related to class and CPR matters. You are invited to provide your email annually to the CPR for your child’s class.
The QSchools app is a convenient way to share up-to-the-minute information with the school community.

The app is designed to integrate with Websites for Schools websites. When a school publishes content to their website, the app is automatically updated with the latest news, events and newsletters.

Emergency announcements and push notifications, such as information about natural disasters and school closures, can be published by the department.

All Queensland state schools are searchable via the app, however only schools who have upgraded their school website with Websites for Schools will benefit from all the features of the app.

Parent and Community Engagement Framework alignment

The QSchools app is a useful tool for schools implementing the Parent and Community Engagement Framework to facilitate:

- better communication with the school community
- community collaboration
- encourage participation in the school community.

Benefits for parents, carers and families:

- access the latest school news, newsletters and calendar events
- receive emergency announcements and push notifications
- follow multiple schools
- search for the nearest school by current location, postcode, school name or suburb.

Compatible with the following devices:

- Android
- Apple
- Windows
QSchools mobile app

1. Download or update the QSchools app
   Compatible with the following devices:
   📱 Android  🍎 Apple  🍀 Windows 8

   To receive automatic updates, you will need to ensure that QSchools push notifications are enabled in your phone settings.

2. Search for your school
   The QSchools app allows you to search by:
   - School name search
   - Map search
   - Schools near your current location

3. ‘Favourite’ your school to receive updates
   By favouriting your school, you will:
   - Have access to school information, newsletters, reports and more
   - Automatically receive important updates and push notifications from your school
Would you like to:

- check your child’s timetable on your phone, tablet or computer?
- access your child’s report cards online?
- pay school invoices online with a credit card?
- notify the school of your child’s absences and monitor attendance?
- engage more closely with your child’s school?

Visit qparents.qld.edu.au to find out more.
Access your child’s student information online and stay connected to your school.

Anywhere, anytime:

- report cards and assessment
- timetables and class times
- attendance records
- invoice and payment details
- online payments and much more

Visit qparents.qld.edu.au

Register online for QParents then scan to download the free iPhone app.