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 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></th>
<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>
<td>Robina blue polycotton check dress Dress shirt and culotte</td>
</tr>
<tr>
<td><strong>Sports Uniform</strong></td>
<td></td>
<td>Robina sport shirt with navy blue sport shorts</td>
<td></td>
</tr>
<tr>
<td><strong>Graduation Shirt</strong></td>
<td></td>
<td>Annual Yr 6 graduation shirt</td>
<td></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>
<td>Navy blue tights may be worn with girls Robina check dress 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>
<td></td>
</tr>
<tr>
<td><strong>Socks</strong></td>
<td>White ankle socks (Robina ‘logo’ optional)</td>
<td></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>
<td></td>
</tr>
<tr>
<td><strong>Schoolbag</strong></td>
<td>Navy blue backpack</td>
<td></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, tidy and tied back with head band 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 provides students with opportunities to consolidate their classroom learning, pattern behaviour for lifelong learning beyond the classroom and involve family members in their learning. The setting of homework takes into account the need for students to have a balanced lifestyle. 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 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>Sight 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>
<tr>
<td>*Years 6</td>
<td>Up to 3-4 hours a week/ 45min a day</td>
<td>Spelling/Reading/ Number Facts, English &amp; Maths activities, Project work (final drafts, illustrations etc), Completion of class work</td>
</tr>
</tbody>
</table>

* 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.
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 operates a Student Resource Scheme (the Scheme) in accordance with Education Queensland guidelines 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, 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 agreement 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 written agreement is included.

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 Scheme is endorsed by the Robina State School P&C Association at the August meeting for commencement in the following year. The 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 set annually per student in Prep through to 6 with a maximum amount 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 Matrix* outlines the goods and services commonly provided to a student and included in school fees and all items included in the Student Resource Scheme are compliant with this matrix.

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 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
For your convenience 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. Cheques are to be made payable to ‘Robina State School’.

For more information
Parents are encouraged to regularly visit the School’s website for further information, copies of all relevant forms and timeframes. Answers to frequently asked questions will be posted to the school website to assist to clarify common concerns and queries. 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
Student Resource Scheme

Participation Agreement Form

Privacy Statement
The Department of Education, Training and Employment, through the school, is collecting your personal information in accordance with section 51 of the Education (General Provisions) Act 2006 in order to administer the Student Resource Scheme in an efficient, ethical and secure manner. The information will only be accessed by school employees administering the scheme. Some of this information may be given to departmental employees for the purpose of debt recovery. Your information will not be given to any other person or agency unless you have given permission or the Department of Education, Training and Employment is authorised or required by law to make the disclosure.

Participation
☐ Yes I wish to participate in the Student Resource Scheme in ________(Year). I have read and understand the Terms and Conditions of the scheme (see reverse) and agree to abide by them and to pay the participation fee in accordance with the selected payment arrangement below.

☐ No I do not wish to participate in the Student Resource Scheme in _________. I have read and understand the Terms and Conditions of the scheme (see reverse) and agree to abide by them, particularly paragraphs 12 and 36.

Please refer to the accompanying Subject Requirements List and/or Year Level Requirements List for fee details.

<table>
<thead>
<tr>
<th>Student Given Name</th>
<th>Student Surname</th>
<th>Yr Level</th>
<th>Participation Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
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<tr>
<td>2.</td>
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<td>3.</td>
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<td>4.</td>
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<tr>
<td>5.</td>
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<td>$</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td></td>
<td><strong>$</strong></td>
</tr>
</tbody>
</table>

Parent Details

Given Names:
Surname:
Address:

Contact Numbers:
Home: Work: Fax:
Mobile: Email:

Parent Signature: Date:

Payment Arrangement

☐ No: I wish to make full payment now as a single payment of the total amount above.

☐ Instalments: I wish to make instalment payments, during the first two weeks of the first three terms, in the following proportion of the total amount: Term 1: $_______; Term 2: $_______; Term 3: $_______; or as negotiated with the school:

I agree to make payments by the due dates and I understand that any failure to make payments by these dates may result in debt recovery action being undertaken including, where warranted, referral to an external debt collection agency at my expense.

School Use Only: Negotiated Instalments Approved:__________________________Position:__________________________

Payment Method

I wish to make payment by:
☐ Centrelink Deduction* ☐ EFT ☐ EFTPOS Credit/Debit Card ☐ Cheque ☐ Cash *

* Payment by Centrelink deduction can be arranged through the school administration.

**Payment by EFT can be made to the school bank account BSB: ___-___ Account Number: ____________. To ensure correct identification of the payment, please ensure that the EFT payment reference clearly includes the STUDENT NUMBER, along with the characters SRS, e.g. 001461SRS.
Purpose of the Scheme
1. In accordance with the Education (General Provisions) Act 2006, the cost of providing instruction, administration and facilities for the education of students enrolled at State schools who are Australian citizens or permanent residents, or children of Australian citizens or permanent residents, is met by the State.

2. Parents are entirely responsible for providing textbooks and other personal resources for their children while attending school. In recognition that these costs can be high, the school operates a Student Resource Scheme (the “scheme”) that enables a parent to enter into an agreement with the school that, for a specified annual participation fee, provides for the temporary use by the student of textbooks and/or other resources, and/or the purchase of consumables and materials for the student.

3. A Student Resource Scheme is separate to and distinct from a request for a voluntary financial contribution.

Benefits of the Scheme
4. The purpose of the scheme is to provide the parent with a cost effective alternative to purchasing textbooks and/or resources elsewhere, through reduced prices gained from the school’s bulk purchasing practices.

5. The scheme also ensures that students have consistent personal resources for their education, and saves the parent time and money in sourcing the prescribed materials elsewhere.

6. The scheme is not used to raise funds for other purposes, and revenue collected through the scheme is applied only to the operation of the scheme.

Participation
7. Participation in the scheme is voluntary, and there is no obligation on a parent to participate in the scheme. A parent’s decision to participate or not is based on consideration of the value afforded to them by the scheme.

8. The completed and signed Participation Agreement Form should be returned to the school by the advertised date to indicate participation or non-participation in the scheme.

9. If a parent chooses to participate in the scheme and completes the Participation Agreement Form, a fee will be due and payable by the parent for the items provided by the scheme to the student.

10. Payment of the participation fee is a requirement for continued participation in the scheme. An unpaid fee will be subject to the school’s debt collection processes.

11. A parent who does not wish to participate in the student resource scheme shall inform the school by completing the Participation Agreement Form and returning it to the Administration Office. Arrangements will be made for the parents of students in Years 8 to 12 or of secondary education age to be paid the value of the Textbook and Resource Allowance for each of their eligible children.

12. A parent who chooses not to participate in the scheme is responsible for providing the student with all items that would otherwise be provided to the student by the scheme as detailed on the Year Level Requirements List and/or Subject Requirements List, to enable the student to engage with the curriculum.

Parents and Citizens’ Association Support of the Scheme
13. The operation of the Student Resource Scheme is discussed annually at a meeting of the Parents and Citizens’ Association. Parents are extended an invitation to attend this meeting and provided with an opportunity to express their opinions. A vote is taken at this meeting on supporting the operation of the scheme.

Textbook and Resource Allowance
14. The Queensland Government provides financial assistance to parents of students in Years 8 to 12 or of secondary education age, attending State and approved non-State schools, to offset the costs of textbooks and other resources. Assistance is provided in the form of a Textbook and Resource Allowance which is paid once a calendar year through the school. Parents have the option to receive the allowance directly from the school or as an offset of fees associated with participation in the school’s Student Resource Scheme. This option is made available to parents annually by the school. Current allowance rates are available from http://education.qld.gov.au/finance/grants/fund.asp?fund=FTRR.

Payment Arrangements
15. Payment of the participation fee may be made by EFTPOS (Debit Card; MasterCard; Visa; American Express where accepted by the school), cheque, or cash.

16. For payment made by direct deposit (EFT) to the bank account indicated on the front of the form, please ensure that the payment reference includes the reference as indicated on the front of this form. The acknowledgement from your financial institution of the successful electronic transfer of funds should be retained as your record of payment.

17. Payment of the Participation Agreement Form may be made in whole or by instalment as indicated on the Participation Agreement Form or for another amount as approved by the Principal.

18. For payments made in person by cash, cheque or credit/debit card, a receipt will be provided to the payer. Where payments are received by other methods, a receipt will be provided on request. All receipts and documentation on the scheme should be retained by the parent for future reference and possible taxation purposes.

Parent Experiencing Financial Difficulties
19. A parent wishing to participate in the Student Resource Scheme and experiencing financial hardship is encouraged to contact the principal to discuss how their financial obligations can be met throughout the school year, or to negotiate alternative arrangements that may be available to accommodate their individual circumstances. Centrelink deduction is a payment option offered by the school. All discussions will be held in the strictest confidence.

20. The 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.

21. Any concessions given to the participation fee will be at the discretion of the Principal.

Terms and Conditions of Participation in the Scheme
22. For the purposes of the scheme, being a student living independent of his/her parents, reference in the terms and conditions to “parent” is a reference to the independent student.

23. Where a parent chooses to join the scheme and completes a Participation Agreement Form, an annual participation fee will be due and payable by the parent to the Student Resource Scheme.

24. In return for payment of the participation fee, the scheme will provide the participating student with textbooks and/or resources, consumables and materials as listed on the Year Level Requirements List and/or Subject Requirements List as being provided by the scheme, when due for the student’s use.

25. Payment of the participation fee is to be made according to the payment arrangement option indicated by the parent on the Participation Agreement Form, or as otherwise approved by the Principal.

26. Non-payment of the participation fee by the designated payment date(s) will generate a reminder notice to the parent/carer from the school at intervals of 30 days overdue and 60 days overdue. The Principal may thereafter undertake debt recovery action for the overdue participation fee including, where warranted, referral to an external debt collection agency. This may result in extra costs being incurred by the parent.

27. Without limiting any other action the Principal may take in accordance with these terms and conditions, where a student, as listed on the Year Level Requirements List and/or Subject Requirements List, is provided by the scheme, when due for the student’s use.

28. The Principal may refuse to admit a student to the scheme where participation fees are overdue from the previous year’s scheme.

29. Where participation fees are overdue, the Principal has the discretion to exclude a student from an optional extra curricula school activity.

30. The scheme provides the entire package for the specified participation fee, and is not available in parts unless specifically provided for by the school in the fee structure.

31. All textbooks and resources provided for temporary use by the scheme remain the property of the scheme and shall be returned at the end of the course or school year or when the student leaves the school, whichever is the earlier. Where an item is not returned, the parent will be responsible for payment to the scheme of the replacement cost of the item. Failure to make payment may result in debt recovery action being undertaken.

32. Textbooks and other resources provided for temporary student use by the scheme shall be kept in good condition by the student. The school Administration Office shall be notified immediately of the loss or negligent damage to any issued item. Where an issued item is lost or negligently damaged, parents will be responsible for payment to the scheme for the replacement cost of the item. Failure to make payment may result in debt recovery action being undertaken.

33. The parent is responsible for supplying the student with any additional student materials that are not provided by the Student Resource Scheme, as indicated on the Year Level Requirements List and/or Subject Requirements List or otherwise advised by the school.

34. If a student enters the scheme after the first week of school, a pro-rata participation fee will apply, calculated on a 40-week school year basis.

35. If a student, having paid a participation fee, leaves the school through the year, a pro-rata refund will be made to the parent, calculated on the participation fee paid, less the cost of consumed materials and the replacement cost of scheme items that are lost or negligently damaged or not returned, plus the pro-rata textbook and Resource Allowance calculated on a 40-week school year basis.

36. As the scheme operates for the benefit of participating parents and is funded solely from participation fees, resources provided by the scheme will not be issued to students whose parents choose not to participate in the scheme.

For payment by EFTPOS (Credit/Debit Card), I hereby authorise the school to debit my:

[ ] MasterCard  [ ] Visa  [ ] Other (where accepted)

Card Number:  Expiry Date:

For [ ] an amount of $____ (total above) or [ ] $____ on the first school day of the first three terms (equal instalment payments of the above amount), or [ ] in accordance with the negotiated Payment Arrangement completed above.

Name of cardholder as it appears on the card:  Signature of Cardholder:

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 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 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.
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. 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/open 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 four 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 third 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 further 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 about the complaint, 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.

The Use of Personal Technology Devices* at School

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 bullying¹ 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.

¹ Education Queensland does not tolerate bullying behaviour at schools. This includes bullying conducted by electronic means.
Robina State School uses a range of methods to communicate with parents and families. The range of methods includes traditional notes sent home by way of students and a range of digital forms.

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.

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.

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/