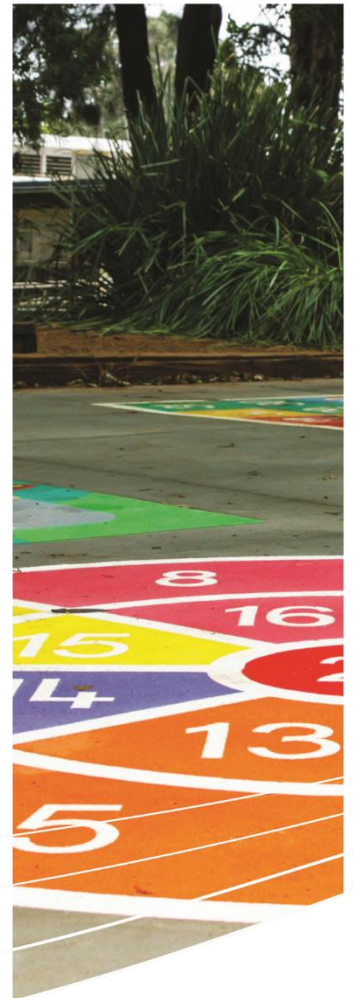


Wellington Point STATE SCHOOL

Information Handbook



476 Main Road
Wellington Point Qld 4160
Phone: (07) 3286 0666

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Principal's welcome

Dear Parents and Caregivers,

I would like to take this opportunity to extend to you a very warm welcome to our school. My staff and I will endeavour to work co-operatively with you to make you and your child's time at this school a happy and rewarding experience.

I encourage you, as parents, to take an active role in your child's education by getting to know your child's teacher and, whenever possible, participating in school and classroom activities.

To assist you in learning more about our school we have produced this handbook which contains helpful information about our school and the services we offer.

Our school vision is: *To provide a positive, nurturing environment with a sense of belonging, which creates opportunities for all students to be empowered by and engaged in high quality, authentic learning experiences preparing them for future success.*

Please feel free to contact the school if you have any further enquiries.

Kind regards

Maria Healy
Principal

Directory

Office	8.00am – 4.00pm Monday to Friday
Physical and postal address	476 Main Road, Wellington Point, QLD 4160
Telephone	(07) 3286 0666
Fax	(07) 3286 0600
Student Absence Line	(07) 3286 0660
Email	principal@wellingtonpointss.eq.edu.au
Website	www.wellingtonpointss.eq.edu.au
School hours	8.50am – 3.00pm

Daily timetable

School Starts	8:50am
First session	9.00am – 11.00am
First lunch break	11.00am – 11.40am
Second session	11.40am – 1.10pm
Second lunch break	1.10pm – 1.50pm
Third session	1.50pm – 3.00pm

School History

Wellington Point State School is located on Main Road, in the bayside suburb of Wellington Point. The school commenced operation on May 9th 1887. Historically the school community was rural, however today it is predominantly urban. The student population is drawn predominantly from the local area, with second, third and fourth generations of families still attending the school.

Our School Creed reads:

*As a proud Wello kid,
I promise, that I will do my best and never give up,
I will be kind, respectful and considerate,
That, together, we will always work with honour.*

Sporting Houses

On enrolling, students are allocated to one of three sporting houses. The houses are:

- Moreton (Red)
- Stradbroke (Yellow)
- King (Green)

The houses are named after islands in Moreton Bay and are represented by the following emblems:

- Moreton (Marlin)
- Stradbroke (Seagull)
- King (Koala)

In allocating students to a house, we ensure that members of the same family are placed in the same house.

Administration

Parents and Carers are encouraged to communicate with the school. Teachers all have an allocated email address which may be used by parents to make enquiries and schedule appointments.

Notifying of Student Absence

Dedicated absence line – call **3286 0660** to leave details of student absences at any time of the day.

Parent / Carer enquiries

All enquiries should be made during school admin office hours of 8.30am - 3.30pm. We request that an appointment be made if a parent wishes to speak with a particular member of staff. Parents who arrive at school and request to speak immediately with a teacher or the Principal or Deputy Principal will, in most cases, be asked to make an appointment. Where a genuine emergency exists or urgent and immediate action is warranted, the request may be accommodated.

School Newsletters

Our school newsletter is published digitally and a link emailed to all families/subscribers **every second Wednesday**.

In it we list messages prepared by the Principal, Deputy Principal and Heads of Curriculum, as well as details of school activities and events, items of interest and special student features. The newsletter is also available via our school website www.wellingtonpointss.eq.edu.au

Emergency Contacts

From time to time it may be necessary to make direct contact with parents/carers. Please ensure your phone contact is up to date and your emergency contacts are available to respond. If you change your phone numbers or address please advise the office so we can update our student records. If there are circumstances where parents request an unlisted adult to collect students, parents must contact the school first and the person collecting the student must show proof of I.D.

Enrolment – Prep

- Parents/carers may enrol a child in Prep provided that the child is turning 5 years of age by the 30th June of that year.
- A Birth Certificate is required to enrol a child in Prep. Until proof of age is established, the child will not be formally enrolled or allocated to a class.

Enrolment – Year 1

- Parents/carers may enrol a child in Year 1 provided that the child is turning 6 years of age by 30th June of that year. A Birth Certificate is required to enrol a child in Year 1. Until proof of age is established, the child will not be formally enrolled or allocated to a class.

Enrolment – all other year levels

- Enrolling parents/carers are required to complete an enrolment form available from the office.
- All enrolling parents/carers will be interviewed by the Deputy Principal or Principal.
- Children enrolling from another Queensland school may present a Certificate of Transfer. A general enrolment form must be completed.
- Students enrolling from an independent school or interstate must provide a birth certificate.
- Any documentary material from other schools which may help to provide additional information will be appreciated.

Transferring to another school

- Parents should notify the school of the intended date of transfer and the school to which the child is transferring.
- All school owned material must be returned e.g. Library books and musical instruments.

Outside School Hours Care

Outside School Hours Care is operated independently from the school by the P.C.Y.C Association. The program is run on the school site in J Block and operates from 6.30am – 8.30am and 3.00pm – 6.00pm. During the holidays the hours extend to full day care from 6.30am – 6.00pm. For details of costs please contact the Co-ordinator on 0409 178 977.

Lost property

Lost property, articles of clothing, lunch boxes, hats, etc., are placed outside the Admin Block.

Items of value

Parents should be aware of the items that their children bring to school. It is strongly advised that items of value or sentimental attachment are not to be brought to school. Children are not permitted to bring portable devices to school. If an item of value is to be used for discussion purposes, it is advised that it be given to the teacher for safe keeping. In general, the school and teachers accept no responsibility for valuable items brought to school which are stolen or damaged.

Mobile phones

Whilst we discourage the bringing of mobile phones to school, it is understood that in some cases it may be required. Please refer to our Student Code of Conduct on the website for further information.

School photographs

Class photographs are taken every year. Parents will be advised, via letter and in the newsletter, of the day when school photographs will be taken. We encourage all students to wear their school uniforms that day. Parents will be advised of the cost and method of payment.

Finance

Voluntary contributions

Every year our P&C Association endorses the amount of money requested of parents for the voluntary contribution. Parents wishing to make a voluntary contribution may do so via direct deposit to the school bank account or eft at the school office by prior arrangement, email admin@wellingtonpointss.eq.edu.au to arrange.

All voluntary parent contributions are directed towards school curriculum expenditure; in particular the resourcing of the school priority areas of Reading and Maths, as well as contributing to the cost of photocopying, computer consumables and maintenance and upgrade of equipment.

Payment procedures for school activities

- Payment of school invoices for excursions/incursions can be made via BPOINT. An invoice will be attached to an email and sent to the parent responsible for fees. Payment details will be displayed in the bottom left-hand corner of the invoice as shown in the example below.

To pay via BPOINT:



- Select the hyperlink in the BPOINT panel of the invoice, this will prepopulate the invoice information to the BPOINT payment portal. Enter amount to be paid and debit/credit card details.
- Select 'Proceed to process your payment'.
- Payments can also be made direct to the school bank account using the following information. Please ensure that the student's name is stated when making your payment. Please email admin@wellingtonpointss.eq.edu.au outlining the payment details.

Account Name: Wellington Point State School General Account.

BSB Number: 064-138.

Account Number: 00090131

Sufficient details should be provided so as to identify the student and what payment is being made or e-mail details admin@wellingtonpointss.eq.edu.au

- EFTPOS payments are accepted by prior arrangement, email admin@wellingtonpointss.eq.edu.au to arrange.

School Routines

Attendance at school

Every parent of a child who is of compulsory school age shall, unless some reasonable excuse exists, must ensure their child attends school on each school day. In the event of absence, parents are requested to phone a number dedicated to recording student absences. By phoning **3286 0660** parents can leave details of student absences at any time of the day.

Arrival at school

Instruction commences at 9.00am. Although staff may be on the campus at different times, there is no formal supervision before 8.30am or after 3.00pm. However, unsafe activities drawn to the attention of staff will be investigated. School equipment cannot be accessed before or after school unless a teacher has organised a formal practice, please refer to daily timetable for bell times.

Departure from school

Students are dismissed at 3.00 pm. No students will be detained after school. However, some children do take longer to pack up their materials and leave the classroom. Parents who collect their children in the afternoon are requested to remain in the seating areas under the buildings. Parents and children must leave through the established entry/exit gates.

Early Departure from school

Students are not permitted to leave the school grounds during the school day. Parents who wish to collect children must first report to the Administration office. Class teachers will then be advised and Admin Staff will sign out the student.

Should parents go directly to a classroom, they will be re-directed to report to the office to speak with administration staff, prior to their child being released. Parents/emergency contacts who have been contacted to collect a sick/injured child must report to the office to sign out that child.

Exemption from school activities

Should a parent request that a student be exempted from school activities that may seriously affect their child's health, e.g. Physical Education or sport, a letter must be forwarded to the child's teacher stating the length of time for which this exemption is to be effective.

Severe weather conditions

There will be occasions during the year when the weather conditions deteriorate rapidly. In particular, I refer to electrical storms and hail storms. These often occur before or close to student dismissal time. Our first responsibility is to ensure the safety of children. The following procedures will be adopted:

If severe storm warnings are received:

All children will remain with their classroom teacher. Children will only be released into their parents' care if parents/carers come to the respective classroom. No child will be given permission to go to a sibling's room.

If severe storms occur on 3.00pm dismissal:

Teachers have been instructed to keep all children in the classroom under supervision. Teachers will be advised to release/dismiss the children when the danger has diminished. As above, parents may access students from the classroom.

Assembly

Whole School Assemblies are held every **Monday afternoon at 2.15pm** in our hall. These are advertised in school newsletters. Assemblies are mainly for making whole school announcements, presenting awards, and providing an audience for whom children or groups of children may perform.

Curriculum

Term Class Information Sheets

At the commencement of every term, class teachers send home a Class Information Sheet and Classroom Management Plan. This sheet provides families with information about:

- the class timetable
- content being studied that term
- upcoming events
- how the teacher manages behaviour in the classroom

The Australian Curriculum (ACARA - <http://www.australiancurriculum.edu.au/Home>) is used from Prep to Year 6 with teachers adapting the Curriculum into the Classroom (C2C) units of English, Mathematics, Science, HASS, The Arts, Technologies & HPE. Languages (Japanese) is taught from Year 4 to Year 6. A brief overview of the mandated Australian Curriculum subjects as follows:

English

The Australian curriculum: English incorporates the three strands of Language, Literature & Literacy. It helps create confident communicators, imaginative thinkers & informed citizens. Through the study of English, students learn to analyse, understand, communicate and build relationships with others and with the world around them. Students learn to listen to, read, view, speak, write, create and reflect on increasingly complex and sophisticated spoken written and multimodal text across a range of contexts with accuracy, fluency and purpose.

Mathematics

The Australian Curriculum: Mathematics provides students with essential mathematical skills and knowledge in the strands of *Number and Algebra*, *Measurement and Geometry*, and *Statistics and Probability*. It develops the numeracy capabilities that all students need in their personal, work and civic life. Our curriculum focuses on developing increasingly sophisticated and refined mathematical understanding, fluency, logical reasoning, analytical thought and problem-solving skills.

Science

The Australian curriculum: Science provides a way of answering interesting and important questions about the biological, physical and technological world. It incorporates the three strands of Science Understanding, Science as a Human Endeavour and science inquiry skills. The Science Understanding strand comprises four sub-strands: Biological Sciences, Chemical Sciences, Earth and Space Sciences and Physical Sciences. At Wellington Point State School, science is taught using "Primary Connections", an Australian Curriculum based inquiry science program.

Humanities and Social Sciences

In the Australian Curriculum, the Humanities and Social Sciences learning area includes a study of *history, geography, civics and citizenship* and *economics and business*.

Humanities and social sciences are the study of human behavior and interaction in social, cultural, environmental, economic and political contexts. Through studying humanities and social sciences, students will develop the ability to question, think critically, solve problems, communicate effectively, make decisions and adapt to change.

The Humanities and Social Science subjects in the Australian Curriculum provide a broad understanding of the world in which we live, and how people can participate as active and informed citizens.

The Arts

The Australian Curriculum: The arts cover each of the five arts subjects: Dance, Drama, Media Arts, Music and Visual Arts – across bands of year levels. The Arts reflect the interrelated strands of making and responding. Classroom teachers provide drama, media arts and visual arts side of the Arts while a specialist teacher provides music instruction, and dance is taught by an external dance company with class teachers conducting any assessments.

Technologies

The Australian Curriculum: Technologies describes the two distinct but related subjects of Design and Technologic and Digital Technologies. In Design and Technologies, students use design thinking and technologies to generate and produce solutions for authentic needs and opportunities. Students use computational thinking and information systems to define, design and implement digital solutions in Digital Technologies. The practical nature of the Technologies learning area engages students in critical and creative thinking, experimentation, problem solving and evaluation, all necessary life – long skills.

Health and Physical Education (HPE)

The Australian Curriculum: Health and Physical Education is organised into two content strands – personal, social and community health (Health) and movement and physical activity (P.E.). Health is taught by a classroom teacher and the physical education component by a specialist P.E. teacher. The HPE learning areas teaches students, not only the skills required to cope with life's challenges, but also skills needed to flourish as healthy, safe and active citizens in the 21st Century,

Languages

The Australian Curriculum: Languages is designed to enable students to engage in learning a language in addition to English. Through learning a language, students acquire communication skills in the language being learnt, an intercultural capability through developing an understanding of the role of language and culture in communication, and a capability for reflection on language use and language. At WPSS, Japanese is taught by a specialist Japanese teacher in Yrs 4 to 6.

Homework Guidelines

Our homework guidelines align with the Department of Education and Training requirements <https://education.qld.gov.au/curriculum/Documents/homework.pdf#search=homework>

Specialist Programs

In addition to the classroom program that is planned and implemented by the classroom teacher, the following specialist programs, taught by a specialist teacher, are offered at Wellington Point.

Library

Students attend Library once a week for borrowing and will require a library bag.

Kitchen Program

At Wellington Point State School, students in Year 3 to 6 participate in a Kitchen Program. In the kitchen, the kitchen specialist leads students in the preparation and sharing of a delicious meal made from seasonal produce and various staples. Students learn life-long kitchen skills as they prepare their wholesome food.

Excursions and Extra-Curricular Activities

Throughout the year, classes will participate in excursions and extra-curricular activities organised by their teachers. These excursions and extra-curricular activities align with curriculum currently being taught in the classroom. Parents are notified in writing prior to the activity, asking permission for students to attend. There may also be a cost associated with attendance on the excursion/extra-curricular activity. Students not attending excursions/extra-curricular activity will be provided with adequate work and supervision by a teacher in another classroom.

Leadership Camp

Students in Year 6 attend a camp as part of our Student Leadership program. The camp provides students with the opportunity to develop independence, social responsibility and environmental historical and cultural knowledge. Parents will be notified in writing of the details of the camp, including the associated costs.

Interschool sport

Students in Years 5 & 6 are given the opportunity to trial and participate in school teams and compete in District, Regional and State Competitions. Students selected in these teams are expected to represent their school in a sportsperson like manner that befits the school motto "Work with Honour".

Religious Education

Religious Education is provided by accredited, volunteer representatives who visit the school to deliver 30 minute lessons every fortnight. Students attend as nominated on their enrolment or as advised by parents/carers in writing to the school Principal. Parents/carers retain the right at all times to determine if their child is to be a participant in religious instruction. Students who do not participate in religious instruction are withdrawn from the class and are supervised by a teacher as they continue prepared learning.

Extra-Curricular Programs

Performing Arts program

Students have the opportunity to participate in the Senior Choir, Strings and Instrumental Music Programs.

Choir

Our Specialist Music Teacher is responsible for coordinating the training and conducting of the choir. Students in Years 4, 5 and 6 are invited join the Senior Choir. These students will be required to attend practice once a week, held before school or in break times.

During the year the Senior Choir participates mostly in on-campus performances, performing during whole school assemblies and special events that are conducted throughout the year.

Instrumental music and Strings Program

Students in Years 4 to 6 are invited to audition to participate in the Instrumental Music Program. Visiting Instrumental Music & Strings Teachers conduct lessons as well as concert band and ensemble practice with students, during school time as well as before school. Our Strings Program is offered to students in Years 3 to 6.

Private providers

There are a number of private providers who use our school facilities to offer programs to students. Flyers advertising these services are available from the office.

Information and Communication Technologies (ICT)

The use of computers and access to the Internet and email is for educational purposes only. Access to computers and the Internet is only given to students who agree to act in a responsible, considerate and appropriate manner. Failure to follow the guidelines (below) may result in losing access or in disciplinary action.

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

- Assigned class work and assignments set by teachers
- Developing literacy, writing, communication and information skills.
- Authoring text, artwork, audio and visual material for publication on the Intranet or Internet.
- Conducting research for school activities and projects.
- Communicating with other students, teachers, parents or experts in relation to school work.
- Access to articles in newspapers, magazines, indexes or CD-ROMs
- Access to online references such as dictionaries, encyclopaedias or LOTE language resources.
- Joining in approved cultural and social activities.

It is **unacceptable** for students to:

- Download, distribute or publish offensive messages or pictures.
- Use obscene or abusive language to harass, insult or attack others.
- Give away personal information or contact details over the Internet.
- Deliberately waste printing and Internet resources.
- Damage computers, printer or network equipment.
- Use another person's account or password or trespassing in their files, home drive or e-mail.
- Violate copyright laws which includes plagiarism (pretend someone else's work is your own).
- Use unsupervised Internet chat.
- Use web based, private email services, send chain letters or Spam email (junk mail).

Student Support

Learning Support Team

Our Learning Support Team co-ordinates support programs out of rooms in A Block. Members of the team include the Support Teacher: Literacy and Numeracy, Special Education Program Teacher and Guidance Officer. The team oversee the wellbeing of the school and identifies the support needs of the school as a whole. It targets available resources to meet those needs. The team co-ordinates the implementation of a wide range of support programs within the school.

Guidance Officer (GO)

The Guidance Officer provides support to students and families in the form of psychometric and other assessments, counselling and liaising with specialists and outside agencies as prioritised by LET. Parent permission is required to access this service.

Speech Language Pathologist (SLP)

The LET Team prioritises referrals to the SLP on a need's basis. Assessments, therapy and/or home programs are offered. Parent permission is required to access this service.

Chaplain

A Chaplain works at the school two days per week. The Chaplain is employed by Scripture Union Queensland in a pastoral care role and makes a vital contribution to the school. The Chaplain is supported by a Local Chaplaincy Committee that is chaired by a representative of the school community. Parent permission is required to access this service.

Student Progress

Parent/Carer Information Sessions

Early in Term 1, each class teacher will conduct an information session for parents/carers.

Parents/carers will be advised of the time for these sessions and invited to attend.

These sessions allow teachers to:

- explain the program of study for the year;
- outline class expectations such as homework requirements and project processes, as well as reporting times;
- outline, and request, parent/carers participation or involvement in the class program;
- informally meet teachers and establish open and effective communication.

We understand that many parents/carers have children in different year levels so every effort will be made to spread out the sessions to avoid clashes and provide parents / carers with an opportunity to attend all sessions.

Parent – Teacher interviews

Parent-Teacher interviews may be arranged at any time throughout the year. It is advisable to arrange such interviews as soon as problems or difficulties arise. Please do not go to the teacher while he/she is engaged with the class, as this is not an appropriate time for interviews.

There may be times when the teacher feels concerned about a student's work efforts or behaviour and considers that a discussion with the parents would be helpful. If this does occur, a request will

be sent home asking parents/carers to see the teacher at a time to be arranged. If you receive such a request, you are asked to make every effort to keep the appointment as in many cases a joint approach by both teacher and parent can solve a particular problem. In addition to incidental interviews, formal Parent/Teacher interviews are organised to be undertaken every semester.

In Semester One, interviews will be conducted at the end of Term 1 and in Semester Two, interviews will occur at the end of Term 3. Parents will be notified in writing and requested to book an interview time.

Academic reporting

Reporting on student's progress occurs twice a year. Written report cards are issued mid-year, at the end of Semester 1, and again at the end of the year. Parents who wish to discuss their child's report with the teacher may do so by requesting an interview. Teachers may also request an interview to discuss a student's progress.

Year 3 and 5 NAPLAN testing

Students in Year 3 and Year 5 participate in the National Assessment Program for Literacy and Numeracy (NAPLAN). All students in these year levels sit tests in Reading, Writing, Grammar and Punctuation, Spelling and Numeracy over three days in March. Results, by way of a comprehensive report including national benchmarks, are provided to parents.

Student Leadership

Student Council

A representative Student Council is a specific feature of our school. The Council consists of the School Captains and Vice Captains, all year 6 Captain positions as well as elected class representatives from Years 4 to 6.

Peacekeepers

Students in Year 6 are selected to be trained as Peacekeepers. Following training, they are rostered to perform their weekly peacekeepers duty in the playground at lunchtime. They focus on supporting younger students to solve problems.

Dress Code

The community of Wellington Point State School supports the wearing of the school's uniform by our students. The complete uniform consists of gold & green T-Shirt with logo, bottle green shorts/unisex shorts/perm-a-pleat skirt/skorts/culottes or checked dress for girls, runners/joggers/school shoes, full brim (surf) hat or bucket hat. Hair of shoulder length or longer must be tied back.

The complete school uniform should be worn at all times to, from and during school hours, as well as when students leave the school grounds on an excursion or as part of a sporting, social or cultural event. House sports shirts may be worn to school for physical education lessons, sports afternoons, and the interhouse athletics carnival.

Year 6 students may also wear the "Year 6" polo shirt. Parents/Carers are required to send an email or letter to the class teacher if their child is not wearing their school uniform.

Student Code of Conduct – (2020 – 2023)

Our student code of conduct is available on the school website.

<https://wellingtonpointss.eq.edu.au/supportandresources/formsanddocuments/documents/student-code-of-conduct.pdf>

Medical Issues

Illness at school

When a child becomes sick at school, he/she is sent to the sick bay located in the office. As the school has limited facilities and trained personnel to care for sick children a decision is made to contact the parents/emergency contacts. Parents/contacts will be requested to take the child home. It is our expectation that parents do not send sick children to school.

First Aid

Only limited first aid can be provided at school. No treatment for illness or serious injuries is permitted.

To assist us in contacting you in an emergency, it is essential that all family emergency contact details are up to date.

Serious injury

If a situation is deemed to be serious, the ambulance will be contacted immediately and parents (emergency contacts) notified. When transport for specialist attention is required, a member of staff may be asked to accompany the child, if a parent/emergency contact cannot be reached, or arrive at school in time. The school will continue to contact the parent and advise of the relevant circumstances.

Compulsory exclusion through illness

Students who contract infectious diseases (e.g. Mumps or Measles) must remain at home.

Periods of time for exclusion are listed below:

Please contact the school if you have any specific concerns.

- **Chicken Pox** - Exclude until fully recovered or at least five days after the eruption first appeared.
- **Mumps** - Excluded until fully recovered.
- **Rubella** - Exclude until fully recovered or for at least four days after the rash started.
- **Ringworm / Scabies** - Exclude until day after proper treatment started
- **School Sores** - Excluded until proper antibiotic treatment has started. Sores on exposed skin should be covered with watertight dressings.
- **Measles** - Exclude for at least four days after rash has started.
- **Whooping Cough** - Excluded until child has received five days of appropriate antibiotics or for 21 days from onset of illness. A written medical certificate is required to return child to school, confirming the child is not infectious.
- **Headlice** - The school will advise parents if an infestation of head lice is suspected. Parents are requested to carefully check and promptly treat if signs of infection are evident. Once treatment has occurred children can return to school.

Medication at school

For medication to be administered at school or during school-related activities, there must be medical authorisation for the student to have that medication, and the medication must be in its original container with intact packaging. Staff administering medication follow Departmental procedures.

Examples of medical authorisation include:

- a pharmacy label with both the student's and doctor's name on it;
- a signed letter from a doctor;
- a medication order from a dentist;
- an Action Plan signed by a doctor or nurse practitioner
- If instructions for medication provided on a long-term basis change from those on the pharmacy label, a letter signed by a medical practitioner and listing the new dosage must be provided.
- Only the details listed on the pharmacy label, or on a later medical letter, will be followed.
- Consent to administer medication forms are available from the office. These need to be completed by the parent/carer when requesting medication be administered at school.

School safety

Workplace Health and Safety

To comply with the government regulations, we have a school-based Work Place Health and Safety Officer. This Officer meets regularly with the Principal and ensures our school environment is as safe as possible. If you have any concerns or would like to report an issue, please contact the Office.

Visitors to the school

All visitors to the school, including parents/carers and other family members are required to sign in at the office upon arrival and collect a visitor's badge.

Kiss and Drop Zone

- This zone has been installed at the front entrance of the school on Main Road to facilitate the safe dropping off and picking up of students.
- There is no parking in the Kiss and Drop zone between the hours of 7.00 – 9.00 am and 2.00 – 4.00 pm on school days.
- When exiting the Kiss and Drop zone drivers may only make a left turn in accordance with the centre line marking on Main Road.
- Please be aware that heavy fines and penalties exist for parking and traffic violations.
- If everyone co-operates, the zone will work safely and effectively.

In the morning (7.00am-9.00am):

- Vehicles should drive as far forward as possible and let students out
- Drivers should then leave the Kiss and Drop zone immediately
- Drivers are asked not to "Stand" whilst in this zone as it causes severe congestion and disruption for other parents and students
- Please do not get out of the car unless necessary. If younger children need assistance, please be as quick as you can
- Please refrain from stopping and chatting with other parents whilst within the zone.

In the afternoon (2.00 – 4.00pm)

- Staff supervise the Kiss and Drop Zone area until 3.20pm. If students have not been collected, they will be taken to the office.
- Students will come to the front of the Kiss and Drop zone to wait for parents
- Vehicles should drive as far forward as possible and students should get into the car quickly
- Drivers should then leave the zone immediately
- If your child is not at the Kiss and Drop Zone when you arrive, please leave the zone: exiting to the left. By the time you return, they should be waiting for you
- Do not park and wait as this prevents the whole process from working
- Please do not get out of the car unless necessary. If younger children do need assistance please be as quick as you can
- Please refrain from stopping and chatting with other parents whilst within the zone

Parking in school grounds

Parking within the school grounds is not permitted, this is provided for **staff only**.

Bicycle/Scooter riders and safety

- To enter the school, students arriving from the Hall end of the school are to use the pedestrian gate near the hall. Students arriving from the Office side of the school are to use the pedestrian gate just after the traffic lights.
- No bicycle/scooter riders are to use the area in front of the school so this area can be kept as a safe area for pedestrians.
- Bicycle and scooter riders must wear helmets. Students are to keep their helmets in their class areas.
- No bicycles and scooters are to be ridden within the school grounds.
- Students are to dismount at the gate and push their bike to the appropriate rack.
- It is essential that students lock up their bicycles.

Travel to and from school

- While travelling to and from school, students are expected to obey road rules, show respect for others on bike ways and path ways and travel directly to their destination without loitering or causing interference to other travellers.
- When dismissed at 3.00 pm parents/carers should collect their children or ensure that children travel directly to home. If neither is possible due to work or other commitments then arrangements should be made with the supervisor of the PCYC Before and After School Care Program.

School watch

Please report any suspected illegal activity to School Watch on 131788 or Capalaba Police on 3433 3333.

If every time you pass the school you check for any unusual happenings then you are assisting to cut the vandalism or illegal entry rate and hence reduce the cost to yourself as a tax payer and ensure safety of student resources. Be part of it, be an alert school watcher.

Dogs on school premises

Whilst it is preferable that dogs not be brought onto school grounds, if they do accompany a parent at drop off and pick up time, they need to be suitably restrained on a leash and always in the control of an adult.

Total ban on smoking

Smoking is not permitted within the school grounds and for 5 metres beyond the boundary. The is Government legislation and this ban affects all schools. The ban applies not only to staff but also to parents, clients and visitors.

P&C Association

All parents with children attending the school, as well as other interested citizens, are eligible to attend P&C Association meetings. At the annual general meeting, conducted at the start of the school year, members elect Executive Officers for the coming year. General meetings are held twice a term. These meetings are an avenue for parents/carers/community members to have an input into the smooth functioning of our school. In order to make a financial contribution to the school to supplement and enrich curriculum programs, the association also conducts fundraising throughout the year. The P&C conduct many of the following services for students and families.

Parent and Student Services

Booklists/Book packs

Book Lists/Book Packs for each year level, showing prices of items, will be sent home to parents in Term 4 each year. Parents may choose to order the book pack from the company or undertake to purchase listed items themselves.

Book club

To help encourage the love of books and the joy of reading for fun at home our school participates in Scholastic Book Club. Up to twice a term, during the school year, a Book Club catalogue is sent home or can be viewed online at www.scholastic.com.au/book-club/book-club-home

It is easy to order. The Book Club LOOP platform is the preferred method and allows parents to pay by credit card. You can place your child's order at <http://scholastic.com.au/LOOP> or using the LOOP app, which can be downloaded from the App Store or Google Play. We also still provide the option of cash payment by returning the order form and money in an envelope marked with Book Club, the child's name and class to the office.

Orders are then delivered directly to school and the books will be delivered to class.

Uniform Shop

The Uniform Shop is located in the P&C Room, near Prep classrooms, on the left side of the path on the way to the hall. Uniforms can be ordered online www.flexischools.com.au or over the counter on Monday from 1.00pm – 3.30pm and Tuesday 8.00am – 10.30am. It stocks a complete range of school uniforms at reasonable prices (no shoes are sold through the uniform shop).

Tuckshop

The tuckshop operates **from Tuesday to Friday**. There are two ways to order lunches – online or manually.

Online Ordering:

Go to www.flexischools.com.au

Click “Register Now” to create account

Top-up your balance

Start ordering immediately

Having difficulty contact the Helpline on 1300 361769

Manual Ordering:

Manual ordering of lunches needs to be completed by parents, writing their child’s order on a paper bag clearly showing: *Child’s Name, Class, Order and which break required (i.e. first or second break)*.

The correct money should be placed in the bag. Place money in bag and fold over to middle and then over again.

Tuckshop Bag
Jack Drew
2L
1 st Break
1 Salad
1 Juice
\$1.80

The child places the bag in tuckshop order box in their own classroom and it is taken to the tuckshop by classroom monitors. The order is delivered to the child’s classroom in time for first or second lunch break and is distributed by the class teacher.

Volunteers

We are very fortunate to have many wonderful volunteers helping at our school. Volunteers are welcomed to contribute to our classroom programs, tuckshop, uniform shop, kitchen program, class excursions and other school events. Volunteers need to sign in at the office, collect and wear a name tag, each time they come to assist at the school.

Parents of children at school do not require a blue card. All other volunteers must apply online for a blue card.