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PRINCIPAL’S MESSAGE
Welcome to Elimbah State School, and thank you for choosing our school for your child’s place of learning. Our school holds a vision and commitment that student learning comes first at all times. As a true learning community we are dedicated to the following ...

- high expectations for all students, staff and families
- engaged learning and excellent classroom teaching
- a team approach between all members of the school community
- living and breathing our school motto that "only our best is good enough". This means that as a school we are committed to our continuous improvement

Our school achieves its success because of our people. We value positive and productive partnerships between students, staff and parents. Parents are encouraged to maintain regular contact with their child’s teacher and contact the school whenever concerns exist.

I believe it is vital that every child achieves some personal success and is positive about coming to school. We therefore offer a well-rounded curriculum that allows children the opportunity to shine in their own areas of strength, whether these be in academic, sporting or cultural pursuits.

We continue to place a curriculum emphasis on teaching and learning in English, Maths and Science, with increased integration of ICTs into student learning. We implement a consistent approach across the school in the teaching of reading, writing and spelling and aim to provide learning opportunities for parents in these areas, so they may work with their children at home to support them.

I trust that your child will benefit greatly from being a member of our school community and will enjoy a great deal of quality learning during their time in our care. Please feel welcome as a part of our Elimbah School Community.

Leisa Wood
Principal
VISION
We hold a vision for a clever, skilled and creative Queensland.

At Elimbah State School we encourage every child to develop their potential in a safe, secure, and happy environment, which nurtures a positive self-concept and desire to learn.

STATEMENT OF PURPOSE
Our purpose is to engage students in lifelong learning. We will do this immersed in a culture of high performance particularly in the areas of

- Extension of student learning
- Information and communication technologies
- Responsible student behaviour
- Mathematics Education
- Community engagement

VALUES
We actively value

- Learning for life
- Diversity and inclusivity
- Shared ownership and supportive partnerships
- A futures perspective

ADMINISTRATION / MANAGEMENT
The administration and management of the school is the responsibility of the Principal. Our school leadership team consists of the Principal, Deputy Principal, Head of Curriculum, Coordinator Student Services and Business Services Manager, who work in partnership to coordinate the operations of the school, each with their own areas of responsibility.

The curriculum leadership team includes Principal, Deputy Principal, Head of Curriculum, Coordinator Student Services, Master Teacher, and Learning Support Teacher. This team is led by the school Principal and determines the direction of curriculum programs and teaching pedagogy within the school.

Our school believes that parents and classroom teachers have a vital partnership in ensuring the social, emotional and academic success of all children. We expect that where possible, concerns about children’s education, or specific incidents be first addressed with the classroom teacher. The Principal, Deputy Principal, HOC and COSS will assist on request, if required.
SCHOOL CREED
This is our school, let peace be here;
Let the rooms be full of contentment;
Let love abide here,
Love of learning, love of Mankind,
And love of life itself.
Let us remember that as many hands make a house,
Also many hearts make a school.

SCHOOL CODE OF CONDUCT
Be COURTEOUS and CONSIDERATE towards others
RESPECT the RIGHTS and FEELINGS of others.
Have REGARD for the SAFETY of myself and others.
RESPECT my own PROPERTY and that of OTHERS.
CARE for and RESPECT my SCHOOL ENVIRONMENT.
ACCEPT RESPONSIBILITY for my own actions, decisions and dress.

PARENTS AND CITIZENS ASSOCIATION
All members of the school community are actively encouraged to become members of the P & C Association.
All are most welcome to attend every meeting, but apart from the ANNUAL GENERAL MEETING, voting is restricted to those who have applied for membership. Applications for membership can be made at the Annual General Meeting, or at a General Meeting, by completing an application form and submitting this to the Executive.
Meetings are friendly and structured and aim to be concluded within 1.5 hours, as we understand that time is valuable for all families.
Committed parental involvement in groups such as the P & C assists the school in continually upgrading resources to meet our students’ changing needs. Parents have the opportunity to join with others in working towards a common goal.
The Elimbah P & C Association usually meets on the 3rd WEDNESDAY OF EACH MONTH.
The meetings are usually held at 6.30pm during winter and at 7.00pm during summer.
The ANNUAL GENERAL MEETING is held in FEBRUARY each year.
ORIENTATION

SCHOOL DIRECTORY
ELIMBAH STATE SCHOOL
SCHOOL ROAD
ELIMBAH QLD 4516
EMAIL: the.principal@elimbahss.eq.edu.au

TELEPHONE: (07) 5432 1333
FAX: (07) 5432 1300
Website: www.elimbahss@eq.edu.au

Principal
Mrs Leisa Wood

Deputy Principal
Mr Chris Godfrey

Head of Curriculum
Mrs Leanne Hamilton

Coordinator Student Services
Mrs Sharyn Davis

Coordinator of Numeracy & Data
Mrs Nikki Davidson

Business Services Manager
Mrs Kerrie Howden

Administration Officers
Mrs Julia Herron

Teachers
Mrs Natasha Corrie
Mrs Jodie Grant
Mrs Melissa Lawson
Mrs Wendy Graham
Mrs Carolyn Bundesen
Miss Rachel Spring
Mrs Sarah Jackson
Mrs Maree Case
Miss Miranda Franklin
Mrs Carmen Gadene
Mrs Kiran McKenzie
Mrs Liz Mulholland
Mr Paul Paroz
Mrs Sara Osseedyver
Mrs Laura Stevenson
Mr Justin Reedy
Mrs Jayne Leyland
Mrs Tammie Qazim
Miss Donna Williams
Mrs Julie Candosin
Mrs Anne Hughes

Teacher Aides
Mrs Cassy Ciantar
Mrs Jodie Lewis
Mrs Marina Dunn
Mrs Sue Hodges
Mrs Kaylene King
Mrs Toni Nutt
Mrs Michelle Williams
Mrs Natasha Ferguson
Miss Lucy Crane
Mrs Carolyn Hurley
Mrs Lee-Anne Fitz
Mrs Sue Ford

Specialists
Mr Ian Williams........................Music
Ms Lily Elvery......................LOTE Chinese
Mr Mitch VerHagen..................Phys Ed
Mr Nathan Hill.......................Instrumental Music
Mrs Jenny Hosking...........Support Teacher LaN
Mrs Rowena Graham...........Learning Support
Ms Anita Heibloem.............Special Education
Mrs Susie Hume...............Special Education
Mrs Robyn McIntrye.........Keyboarding

Cleaning Team
Mrs Rae Hinde
Mrs Donna Smith
Mrs Karen Schiffke

Crossing Supervisors
Mrs Lorraine Bajic
Mrs Dianne Daunt
Mrs Sharon Morris
Mrs Cheryl Kobelt
Mrs Roslyn Rolfe

School Motto: Only our best is good enough.
2017 SCHOOL DATES

Term 1  Tuesday 23 January – Friday 31 March

Term 2  Tuesday 18 April – Friday 23 June

Term 3  Monday 10 July – Friday 15 September

Term 4  Tuesday 3 October – Friday 8 December

Public Holidays
  Tuesday 26 January - Australia Day
  Friday 14 April- Good Friday
  Monday 17 April - Easter Monday
  Tuesday 25 April – ANZAC day
  Monday 1 May - Labour Day
  Monday 2 October – Queen’s Birthday

ADMISSION AND ENROLMENT PROCEDURES
Children entering Prep must have attained the age of 5 by 30th June of the year they are enrolling for Prep. Prep is recognised as the first year of schooling.

Exceptions may only occur when a child has already been enrolled in formal schooling in another state or country, and the school Principal is satisfied that it is in the best interest of the child’s development.

Children entering Year 1 in Primary School must be 6 by 30 June of the year they are enrolling.

Upon enrolment
- For children enrolling in year 1 or Prep for the first time, documentary evidence of date of birth is required. This may be a Birth Certificate, a Baptismal Certificate or Hospital Card.
- A Transfer Certificate from the child's previous school if applicable.
- The child’s latest Report Card or similar document from the previous school to indicate level of achievement.
- Phone numbers of contact persons in cases of emergency when you cannot be contacted.
- Proof of residency e.g. driver’s licence, rates notice, rental agreement, utility bill.

An enrolment management plan was established at the commencement of Term 4 2004. All students who reside within the local catchment area and are eligible for enrolment in the educational program offered by the school have a right to enrolment at the school. Enrolments from outside the local catchment area will be managed to ensure the school’s current built capacity is not exceeded. The boundary for Elimbah State School catchment area can be obtained from the school office.
TEACHING & LEARNING

OUR EXPLICIT IMPROVEMENT AGENDA 2017
Our priority for 2017 is to improve student achievement in Reading and Numeracy through the following strategies:

1. Continuing to embed a balanced reading program
2. Embedding numeracy rich routines with a focus on problem solving
3. Engaging all students by catering for individual needs
4. Analysing data to inform decision making and align resources
5. Fostering teams through performance development processes

CURRICULUM
Elimbah State School’s curriculum focuses on each child’s educational needs, catering to all learning styles and abilities. In 2017 Elimbah State School will continue to implement the Australian Curriculum in English, Maths, Science, History and Geography. The Australian Curriculum is a national curriculum, specifying curriculum content and achievement standards for students in years Prep (foundation) to year 10. We will follow the Queensland Curriculum Assessment and Reporting Framework (QCARF) for all other subject areas including Technology, Languages other than English (LOTE), Health and Physical Education (HPE) and the Arts (Music, Visual Arts, Dance, Media and Drama).

Our Head of Curriculum works alongside teachers in the classroom, to ensure a focus on providing the best learning experiences for all students.

LITERACY
Elimbah State School has made a commitment to ensure the development and delivery of quality literacy programs in line with Education Queensland Guidelines. Our HoC works with teachers and students in classes to support literacy learning.

NUMERACY
Elimbah State School has a strong focus on numeracy, and numeracy teaching to ensure our students are transferring classroom mathematics learning into ‘real world’ situations. Our school has made a commitment to providing students with quality hands-on experiences and resources to allow for rich mathematical experiences. Our Coordinator of Numeracy & Data works with our classroom teachers to assist them with catering for students’ mathematical needs.

INFORMATION AND COMMUNICATION TECHNOLOGIES
At Elimbah SS we aim to prepare our students to be active participants in a digital world. We have a strong focus on teaching and learning using digital tools, with an emphasis on integration of ICTs across all areas of the curriculum. We aim to extend every opportunity for our students to take full advantage of the tools of our digital world and become creators of digital technology rather than just users of technologies.

To assist teachers in engaging students through the use of ICTs, we provide staff with a range of devices as well as ongoing professional development both within our school, through the Institute of Professional Learning (IPL), and through external providers.

Our teachers integrate ICTs into curriculum delivery, assessment and reporting to parents and are supported by the Head of Curriculum, our ICT Coordinator, and our school Technical Officer.
Our school is fully networked, with all students having access to an interactive projector (which replaces the traditional blackboard) along with computers and/or iPads in their learning environments.

Our school has a fully equipped teaching and learning Resource Centre with a full class set of PCs, wireless laptops and interactive projectors. All classes from Year 1 to Year 6 have timetabled access to this resource. Further annual rollouts of laptops will continue to build on student access to ICTs and support teaching and learning for all students. Students also have access to digital cameras, on-line interactive resources and basic application software to support their learning.

**iEngage Program - BYO DEVICE FOR YEAR 3, 4 and 5 STUDENTS**

Students enrolled in year 3, 4 and 5 for 2017 will have the opportunity to participate in the iEngage Program @Elimbah State School (Bring Your Own iPad). iPads are a great option as they are more affordable for families when compared to laptops, therefore allowing more students to participate and engage in the program. Students will use their devices for a range of purposes in the classroom, but it is not expected that these devices will be in constant use or replace the important need for students to learn to read and write using more traditional teaching methods.

**MUSIC**

The school has an effective music program based upon participation, both instrumentally and vocally. All children (Prep - Year 6) have a minimum of one 30 minute music lesson per week. The classroom music program aims to develop awareness and understanding of music and music making.

The Juniors (Prep – Year 3) begin learning about beat, rhythm, pitch and melody, simple percussion, un-tuned and tuned instruments (e.g. chime bars), as well as developing a repertoire of songs and music games.

At the end of Year 3, children begin applying musical concepts by playing descant recorders. In the senior years acoustic guitar is also introduced during classroom music lessons.

**INSTRUMENTAL MUSIC**

A vibrant Instrumental Music Program involving brass and woodwind instruments with percussion is available for students in Years 4-6. Tuition takes place during school time (one lesson per week). The school band performs each week at the school parade, as well as occasional public performances.

Students are invited to nominate for this program in term four each year. While an Education Queensland teacher provides tuition, parents are required to purchase most of the instruments involved.
PHYSICAL EDUCATION
Schools are important places in promoting student health and wellbeing. Engaging in physical activity at school enhances students’ educational outcomes, supports their personal development and promotes lifelong active lifestyles.

At Elimbah State School, we provide a safe and supportive environment for students that is a healthy place to learn, play and work - but also a key place where comprehensive education takes place in regards to a range of health, personal development and wellbeing issues.

Physical activity typically involves students participating in physical education within curriculum time as part of the Health and Physical Education Key Learning Area (KLA) and school sport (inter- and intra-school).

SCHOOL HOUSES
Sporting competition between our three houses – Bandy Bandy, Brolga and Banksia - is always keenly contested.

- Bandy Bandy: Red
- Brolga: Blue
- Banksia: Green

All children from the same family are allocated to the same sporting house.

INTERSCHOOL SPORTS
Children in Years 5 and 6 may be involved in Interschool Sport on selected Fridays. The school participates in the Glasshouse District. Most matches take place at the central venues of Glasshouse or Beerwah where students play a number of sport matches. All teams travel by bus to the venues.

Younger children do not compete in interschool sport, apart from some swimming and athletics, and remain at school to play modified and developmental games.

Interschool Sport involves the following sports: Soccer, Touch, Athletics, AFL, Softball and Netball.

In all sports, children have the opportunity for selection at District, Regional and State levels. Students compete at a District Swimming Carnival, as well as selection trials in sports such as tennis, rugby league and cricket.

Children are expected to be neatly attired in the correct school sports uniform on all occasions when they engage in sporting activities.

Swimming is an important component of the P.E. curriculum and is usually undertaken in Term 4.

HRE
Human Relationships Education addresses issues within a developmentally appropriate context encompassing:

- Growth and Development
- Identity and Relationships
- Communication and Interpersonal skills
- Personal Health and Safety

This is delivered to our year 6 students each year.
INDIGENOUS PERSPECTIVES
At Elimbah State School we endeavour to include Aboriginal and Torres Strait Islander perspectives across all areas of the curriculum in order to develop a better understanding of, and respect for, Indigenous cultures. The school has an E.A.T.S.I.P.S (Embedding Aboriginal and Torres Strait Islander Perspectives in Schools) plan which outlines the actions that are being undertaken within the school to improve the educational achievements of Indigenous students and develop a greater understanding of the histories, cultures, values and lifestyles of Aboriginal and Torres Strait Islander people.

LOTE PROGRAM – CHINESE
LOTE stands for Language Other Than English. At Elimbah State School, Mandarin Chinese is taught in Years 4 and 5 for 60 minutes each week and in Years 6 for 90 minutes each week. Our program offers integrated components with language learning complemented by cultural studies, art, craft and the appreciation of festivals. Culture is a central theme.

It’s worth considering also that the majority of our students will continue onto Caboolture and Tullawong High Schools, and that Chinese is offered at both of these schools. Students will have the opportunity of advancing their study through to Year 12.

RELIGIOUS INSTRUCTION
Religious Instruction is not currently offered at ESS. If this situation changes, parents will be notified immediately.

EXTRA-CURRICULA ACTIVITIES
At Elimbah State School we seek to provide children with a varied range of extra-curricular opportunities.

At times we have an after school program which may include a range of sports and activities facilitated by private providers. We facilitate the Auskick program, choir, recorder and other musical ensembles. A robotics club was established in 2013 and will continue in 2017 for students with particular talents in this area.
HOME WORK AND HOME READING
Homework provides students with the opportunity to consolidate their classroom learning, pattern lifelong learning beyond the classroom and involve family members in their learning. The school has a detailed homework policy that teachers use to inform their homework approaches for the year. The school considers that homework enhances student learning when it is purposeful and relevant, is appropriate to the child’s phase of learning, matches student’s capabilities, helps to develop independence and is varied, challenging and clearly related to class work. Teachers will give an overview of homework expectations for each class at the beginning of each year.

Daily reading is an important part of our school’s homework routine. To help children on the road to reading success, parents and carers are asked to set aside 10-15 minutes a day where they read to or listen to their child read. This sharing time is important since it not only reinforces a child’s reading habits but demonstrates to them that reading can be fun, exciting and informative.

Parents and caregivers can help their children by...
- Talking with them and involving them in tasks at home including shopping, playing games and physical activity
- Helping them to complete tasks by discussing key questions or directing them to resources
- Encouraging them to organize their time and take responsibility for their learning
- Encouraging them to read and to take an interest in, and discuss current local, national and international events
- Helping them to balance the amount of time spent completing homework, watching television, playing computer games, playing sport and engaging in other recreational activities
- Contacting their child’s teacher to discuss any concerns about the nature of homework and their child’s approach to the homework

ASSESSMENT
Assessment provides opportunities for students to demonstrate evidence of what they know and what they can do with what they know.

Assessment at Elimbah takes many forms including National Assessment programs (NAPLAN), school-based and standardised testing and ongoing classroom observations. The quality of assessment is assured through moderation, a process where teachers discuss student work. All assessment is an integral part of the teaching and learning cycle.

REPORTING TO PARENTS
The school recognises that parents need to be fully informed of their child’s progress at school. Parents may receive information regarding student academic performance, behaviour and peer interactions. To achieve this, reporting to parents occurs on five levels.

(1) A compulsory parent/teacher interview is held for all students at the end of Term 1. Generally interviews are held in Week 9.
(2) Report cards are issued at the end of each semester for Prep to Year 6. Written reports can only provide a general indication of progress – parent/teacher interviews provide the necessary detail.
(3) Informal, incidental parent/teacher interaction. This may occur in social settings such as a P&C function or parental visits to the school.

(4) Parent/teacher open nights and information afternoons are used to explain general classroom initiatives, procedures and methods. These are generally arranged by an individual teacher or at the request of a group of parents to fulfil a perceived need.

(5) At P&C meetings, topics of a general nature are often discussed with regard to the overall School environment. This is not an appropriate venue for specific concerns to be raised and discussed, and parents are encouraged to contact the school directly if concerns involve specific learning progress or school managed routines.

LIBRARY/RESOURCE CENTRE
Children and the community are invited to participate in the use of the school's library facilities. We consider the library/resource centre to be an integral part of the learning process and strongly encourage children in its use. A wide range of book and non-book resources are available for borrowing by students, parents/carers and teachers.

The library is available as an additional teaching and learning space for all classes. It consists of a mini-auditorium, separate classroom and a Science and Technology Centre (STIC) as well as general library space. It is home to a bank of computers available for student use during class and lunch times, as well as four digital, interactive projectors for class use.

The library is open every day between 8:15 – 3:00pm. It is closed to students at second break.

Library aides and on duty staff are available to assist students.
STUDENT SUPPORT

Our students bring with them to school a diverse range of language, cultural and social knowledge from their homes and community. Teachers recognise this and build on what students know in order to develop the knowledge and skills needed for success in school and beyond.

Elimbah State School is committed to providing a safe, supportive, inclusive and disciplined learning environment that provides educational opportunities for all its students. This means building a school community where:

- all students feel a strong sense of belonging
- all students learn to interact respectfully with others
- all students learn to understand and appreciate diversity, and
- all parents and carers in the community can take an active role in the life of the school.

At Elimbah, we strive to build a community that values, celebrates and responds positively to diversity, underpinned by respectful relationships between students, teachers and the wider school community.

The SPECIAL EDUCATION PROGRAM is facilitated by a CoSS (Coordinator of Student Services) and Special Education teachers to support students in class, out of class, and facilitate the development of Individualised Support Plans. They deliver specialised programs to students with a disability so they can access and participate as inclusively as possible in the whole of school program.

Elimbah is visited weekly by a Speech Pathologist to assist with early intervention and also support for students with a Speech Language Impairment.

A referral process is available to access EQ Occupational and Physical Therapists for students with a verified disability.

The LEARNING SUPPORT PROGRAM is facilitated by a STLaN (Support Teacher Literacy and Numeracy) who works with identified students experiencing learning difficulties. The STLaN and classroom teacher collaboratively determine strategies and curriculum adjustments for individual students. The STLaN also works collaboratively with the school administration team to coordinate the intervention for students identified in NAPLAN.

The staff at Elimbah State School considers that talent develops over time and that it is essential that the school has an important input at a number of different levels. Elimbah State School also has a crucial role to play in identifying giftedness, in providing a facilitative environment in which expressions of giftedness may emerge, and in training the development of talent.

The ENRICHMENT PROGRAM is facilitated by a Master Teacher and HoC who are available to advise on strategies and resources for identification of gifted students and adjustments to their program. Some identified students work through a documented Support Provision Extension plan.

All students in the school are involved in activities where higher order thinking skills, creative thinking, problem solving and the development of multiple intelligences are nurtured and encouraged.

Throughout the school, differentiated teaching is actively promoted to ensure every student is engaged and learning successfully. Planning is based on knowledge of the students and their prior
learning and attributes and regular data on achievement and progress allows teachers to make judgments about individualised needs.

**GUIDANCE OFFICER**
The school is visited 3 days per fortnight by our school based Guidance Officer. Children with learning or emotional difficulties may, after consultation with parents, be referred to the Guidance Officer for assessment. The results of the assessment, together with information from parental and teacher interviews are used to develop a plan of action to assist the children. This plan will often require the active participation of parents.

**ADVISORY VISITING TEACHERS**
Advisory Visiting Teachers (AVTs) are teachers with specialist knowledge and skills, who support the educational programs of students with disabilities to facilitate quality educational outcomes. AVTs play an advisory role in the delivery of a quality education to students with disabilities whose specialist educational support needs have been verified or identified as requiring additional adjustments through the new Education Adjustment Program (EAP), in the areas of:

- hearing impairment
- physical impairment
- visual impairment

**CHAPLAINCY**
Our school Chaplain, Mrs Dorethea Van Lonkhyzen, is a safe person for young people to connect with at school, providing a listening ear, caring presence and a message of hope.

She provides care for students struggling with a range of issues, within themselves or their family networks, which may include: family problems, confusing relationships, peer pressure, friendship difficulties, low self-esteem, bullying, depression, and other issues. Chaplains run positive, fun activities for young people, both in and out of school, and foster a supportive, caring school community. This includes support for at-risk students, support for staff and families from the wider school community, and spiritual support and direction for the school community.

**BEHAVIOUR MANAGEMENT**
At Elimbah we strongly believe in every child’s right to come to school and to feel happy, safe and to be able to learn. For this reason the school has a Responsible Behaviour Plan that all students are expected to comply with and parents to support. Students and their families are enrolled into the school on this condition. The school is currently implementing the School Wide Positive Behaviour Support (SWPBS) program. As the name suggests, SWPBS is founded on the explicit teaching of positive and desired behaviours to create positive school environments. The school publicly and personally recognises children’s positive behaviours in a variety of ways. The SuperBus Matrix communicates behavioural expectations to all students and outlines our agreed rules in all school settings. A copy can be found in Appendix 1.

Some children may require a more intensive team approach to achieve success with their learning and social behaviours and may therefore receive assistance from the School Guidance Officer, Coordinator Student Services, School Administration or outside agencies.
**BULLYING**
Bullying is not an acceptable behaviour. It occurs when one or more people target another and remove personal power from that person and it can take many forms. Bullying has the potential to occur in many contexts, including schools, and Elimbah School is no exception. At the commencement of each year members of the school support team visit each classroom and teach children what bullying is and how it should be addressed. Essentially we strive to bully-proof our children. A High Five Strategy is taught to children and one key element of this is the vital importance of reporting bullying to class teachers, the principal or deputy principal and the child’s parents. Once bullying is identified students are supported and where required disciplinary action is taken.

**CYBER SAFETY**
Elimbah State School has a very clear Cyber Safety policy in place. While the internet, mobile phones, online games and instant messaging are all significant ways for us to communicate, they do at times provide opportunities for inappropriate behaviour, bullying and harassment to occur. Cyber bullying is when technology such as email, mobile phones, chat rooms and social networking sites (such as Twitter and Facebook), are used to verbally or socially harass another person. At Elimbah we encourage the safe use of technology. We believe cyber bullying is just as harmful as regular bullying. The Cyber Safety policy is a strategy used by class teachers particularly in the laptop classes. It outlines specific consequences for inappropriate behaviour. The policy is available on the school website for families to access.

**STUDENT COUNCIL**
We live in a democratic society: as a result, our school operates a Student Council facilitated by a staff member. The Student Council is comprised of the school leaders and representatives from each class in years 3, 4 and 5. These representatives have been nominated by their peers.

Representatives gather information through class meetings, present the ideas and views to the council and then report back to their class. Proper meeting procedures are taught and maintained.
SCHOOL ROUTINES

SCHOOL SESSION TIMES

<table>
<thead>
<tr>
<th>Activity</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Commence School</td>
<td>8:55 am</td>
</tr>
<tr>
<td>Lunch break</td>
<td>11.00 am - 11.50 am</td>
</tr>
<tr>
<td>Afternoon Tea</td>
<td>1.30 pm - 1.45 pm</td>
</tr>
<tr>
<td>School Finishes</td>
<td>3.00 pm</td>
</tr>
</tbody>
</table>

Children should not be present at school before 8.00 am. Before school, teachers are occupied with lesson preparation and professional duties. They are unable to supervise children until 8:45am. As such, an arrival time of between 8.30 - 8.45 am is suggested for most children.

On arrival, students are required to sit under A Block until 8:30 am. At 8:30 am students are released to a supervised, designated ‘quiet play area.’ From 8:45 am and onwards students will be able to access their classrooms to prepare for learning.

Children should be collected at 3.00 pm if not travelling home by school bus or walking or riding home. The Childcare facility next door to the school provides before and after school care.

ATTENDANCE

Regular attendance by each child is necessary for satisfactory progress to be made; therefore parents must assume the responsibility for the regular attendance of their child/ren.

So that regulations under the Education Act are followed, parents are requested to provide a note of explanation regarding the child’s absence from school. In emergencies, a telephone call is acceptable. Where a child has been absent for three (3) days, please advise the school by telephone of the reason and expected date of return to school.

The Prep year is recognised as the first year of schooling. While Prep will continue to be non-compulsory, full attendance is strongly encouraged to further strengthen education in the early years.

Parents should:
- ensure their child arrives at school or commences their educational program on time every day
- ensure their child attends school or their educational program every school day
- minimise disrupting their child’s school day so their child has the best opportunity to learn
- contact the school prior to any planned absences
- provide an explanation (preferably in writing) for each absence, either before or as soon as possible within 2 days of the child’s return to school, in accordance with the school’s communication processes. This may take the form of:
  - a medical certificate
  - a written explanation note containing the student’s name, date of absence(s) and reasons for absence(s)
  - student absences can be emailed to the school on absent@elimbahss.eq.edu.au
  - a verbal explanation to the school through either a phone call or visit to the school
  - any other form of communication agreed by the Principal.
- ensure their child follows the school's recommended processes and procedures for late arrival and early departure
• notify the school if their child will be late using the school’s recommended communication processes. This may take the form of:
  o accompanying the child to the school
  o phoning the school
  o providing the child with a signed and dated note.

If an absence is unexplained, the student will receive a blue Unexplained Absence form from their teacher on their return which must be completed by a parent and returned to the office.

Due to changes in legislation, in 2017 we are implementing a new system to notify parents if a child is absent from school and we have not been notified. If your child is absent from school and we have not been notified via a phone message or through the school’s App, you will receive a text message advising you that they are not at school. You will then need to respond and provide a reason, or you will continue to receive text messages.

LATE ARRIVALS, EARLY DEPARTURES AND BEFORE SCHOOL PROCEDURE
Your child has a better opportunity to perform well if they arrive at school on time. This allows them to prepare for their school day with formal instruction starting at 8:55am. If your child/ren arrives late, after the 8:55am bell, you are required to sign them in at the office. The student will then be issued with a ‘late slip’ to present to the class teacher.

Parents wishing to collect their child/ren early from school, are required to report to the Administration Office to sign the child out in the Early Departure Register. The office staff will then ring for your child to come to the office and enter this early departure into One School for recording purposes.

TRANSFERS
A School Transfer Certificate is required when a child transfers from one school to another. These are obtainable at the school office upon request. A few days’ notice is appreciated. If your child is transferring, please see that schoolbooks, library books and other property are returned to the class teacher.

APPOINTMENTS
Parents are welcome to discuss children’s issues or other school matters with members of the administration team or class teachers. It is requested that appointments be made for this purpose so that a convenient time can be selected. It is not possible to make appointments to see class teachers during teaching time. Similarly, arrival within class time to have a discussion with teachers is disruptive to the teaching and learning and is not in the best interests of all children. Please phone the school to organise a convenient time.

SCHOOL UNIFORM
Elimbah State School P & C Association has adopted a Student Dress Code - setting out a uniform for all students. Our school colours are bottle green and yellow. The unisex polo is bottle green with yellow side panels and two colour logo.

Our current summer uniform consists of options to mix and match including:
• unisex shorts, skorts, and skirts in green
• unisex polo shirts in yellow or green, collared shirt in check
• A line dress with collar, short sleeves and zip front
Winter options include fleece jumpers, zip jackets and track pants (must be green and jumpers must not have hoods). Enclosed shoes are mandatory; thongs/sandals are not appropriate.

Parents are requested to ensure their children have a broad brimmed hat or legionnaires cap. Caps without the legionnaire type flap are not permitted.

We encourage neat and tidy appearance with long hair tied back. The wearing of jewellery should be kept to medical discs, watches and earring (studs or sleepers).

Students leaving the school on excursions or for any other school activity are required to wear the correct school uniform. This enables easy identification of Elimbah students and enhances the safety of the children.

Parental co-operation and support is requested with the school dress code.

The Uniform Shop is open on Monday mornings from 8.15am to 9.15am, each week

Pre order forms are available from the school office. Uniforms can then be sent home via the student if payment has been made or left at the office for collection and payment.

The School Uniform list is at the end of this document. NB: School uniform prices may be subject to change without notice.

LOST PROPERTY
Undoubtedly, each year the school will accumulate lost property.

A lost property bin is located under the school assembly area to keep items of clothing, utensils or play equipment found in the grounds. Parents are welcome to check this bin whenever they wish.

It is strongly recommended that all children’s clothing and personal items be clearly marked.

PARADES
A whole school parade is held under the covered area on Friday mornings commencing at 9am with all children and staff present. On these occasions the children begin parade by reciting the School Creed and singing the National Anthem.

Our parade provides an opportunity for all ages to celebrate and recognize achievements across all sectors of the school – academic, sporting, cultural, and community

Classes are rostered to present on parade, sharing achievements and promoting class activities. Parents are welcome to attend parades whenever possible to celebrate with us our students’ successes and to keep abreast of school life generally.

NEWSLETTERS AND NOTICES
School newsletters will be provided electronically via email and placed on our school website: www.elimbahschool@eq.edu.au A paper copy will still be available for collection at the school office for students if required where home email or internet is an issue. A general newsletter is issued each Monday and special newsletters or notices as required. Please peruse them carefully as they are the most effective communication from the school to all parents and contain important information. Other notices will be sent home with students.
**NOTICEBOARDS**
A noticeboard inside the main gate displays school and P&C notices. Parents wishing to display a notice should contact the office.

Although important information to parents is highlighted each week in the newsletter, parents should check the noticeboards regularly for information regarding special interest groups.

**ACTIVITY FEE**
The Activities Fee is an amount that will be invoiced for monies that would normally be payable throughout any given year. The amount varies for different year levels depending on the range of activities that children may engage with in that year. Depending on each child’s year level the amount may include Arts Council performances, Under 8’s week activities, the annual swimming program and provision of the sexuality component of the HRE program by trained providers (Yr6).

The Activity fee is only levied for additional activities and is not used to pay for tuition or for any program provided for under the school’s grant or other government funding. Basically, the fee covers some of the extras that we try to provide.

Fees will be invoiced at the beginning of each year and parents will receive a $5 discount per child where the Fee is paid in full by the end of February. Parents have the option to pay across the year and are also given the option of not paying the fee—however in these cases children will not participate in the activities being provided.

**2017 Year Level Activity Fees**

<table>
<thead>
<tr>
<th>Year Level</th>
<th>Fee</th>
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</thead>
<tbody>
<tr>
<td>PREP</td>
<td>$75.00</td>
</tr>
<tr>
<td>Year 1</td>
<td>$75.00</td>
</tr>
<tr>
<td>Year 2</td>
<td>$75.00</td>
</tr>
<tr>
<td>Year 3</td>
<td>$70.00</td>
</tr>
<tr>
<td>Year 4</td>
<td>$70.00</td>
</tr>
<tr>
<td>Year 5</td>
<td>$70.00</td>
</tr>
<tr>
<td>Year 6</td>
<td>$95.00</td>
</tr>
</tbody>
</table>

Payment can be made by cash, cheque, EFTPOS, Direct Deposit or BPoint with a receipt being issued.

**THE ACTIVITY FEE IS PAYABLE AT THE BEGINNING OF EACH TERM OR SEMESTER.**

If payment of the Activity fee causes financial difficulty, please contact our Business Services Manager, Kerrie Howden to arrange a payment schedule. All discussions will be held in confidence.

**MONEY COLLECTIONS**
All money brought to school should be secured in an envelope and clearly labelled with the child’s name, class and the reason for PAYMENT.

1. Money destined for the P&C Association should be placed in the P&C Box just inside the student entry to the office.

2. Money for class activities (e.g. excursions, etc.) should be handed to the class teacher. This will be the case for most collections. After processing by office staff, a receipt will be issued and returned to the student.

3. Money for school levies or special collections can be received directly at the office. EFTPOS, Direct Deposit and BPoint are also available.

4. Refund guidelines for school excursions and camps: school excursions and camps enhance a student’s learning by providing opportunities for the student to participate in activities, both
curriculum-related and recreational, outside the normal school routine. All planned school excursions are approved by the Principal and endorsed by the Parents and Citizens Association.

Authority to approve a refund of a payment is delegated to the Principal only.

A parent/carer may wish to apply for a refund due to their child’s non participation in an excursion or camp activity and they may do so by completing a Request for Refund form available from the school office.

It is preferred that refunds be made as a credit against the student's account at the school, and used for any cost in the future, however refunds may also be made via EFT, cheque or cash (if under $10.00)

GOODS AND SERVICES TAX (GST)
Payments to the school for education related services are generally GST free. However, other payments for non-curriculum related activities e.g. camp catering are subject to GST.

SCHOOL BANKING
Student banking facilities are available at the school on Thursday mornings. Registration forms are distributed early in Term 1, but students may commence banking at any time. Commission paid by the Commonwealth Bank assists our P&C Association.

CLASS ARRANGEMENTS
We offer a range of class structures at the school. Often a balance of multi-age and single year level classes exists so that we can cater for the range of learners at the school.

Some classes use double teaching spaces where teachers engage in cooperative teaching.

From the commencement of each year we endeavour to collect information about children that helps us to make good decisions about class placements.

The final decision about each child’s class placement rests with the principal.

BOOK LISTS
A list of requirements for the year level for the following year is distributed to parents in December. Some items are noted for purchase from the school office as advantage is taken from bulk ordering.

The school utilizes the services of a supplier for pre-packaged school requisites. Local newsagents are given the opportunity to tender every few years. The school receives commission on orders placed through the supplier. This is a preferred option but not compulsory.

Items such as exercise books, glue, pencils, pens etc., are expendable and need to be replaced regularly during the school year. Please keep spare stationery on hand for this purpose.

SCHOOL PHOTOS
Class photographs are taken each year. It is expected that all students will proudly wear their school uniform (as outlined in our school dress code) on this day, and all other days of the year.
BRAIN BREAK
At 10:00am all classes are encouraged to take a brain break. Students are asked to bring a healthy snack that they are able to eat at their desk while they are working.

Classes in Prep – 3 may stop work for 5 – 10 minutes to allow the students to eat their snack. Older students usually continue to work as they eat. Teachers will ensure that students eat only foods permitted during this time.

Snacks should be a food that promotes better concentration, sustained and clear thinking. Only foods from the list below are permitted:

- Unsalted nuts (eg. almonds) *Please check there are no allergies in your class*
- Seeds (e.g. pumpkin seeds)
- Cheese
- Yoghurt
- Boiled egg
- Fruit (fresh only, no tubs)
- Vegetable sticks (eg. carrot, celery)
- Water (no other drinks are permitted)

Brain Break foods are monitored by the class teacher. Students are only permitted to eat something from the above list during Brain Break. If students do not have suitable food for Brain Break, we encourage them to have a drink of water and wait for first break.

**Sandwiches, cordials, muesli bars, fruit tubs etc. are not permitted during Brain Break.** (as they contain high levels of sugar, and/or are quickly absorbed by the body and can then lean to a spike in energy, followed by a dip in energy levels)

You can help your child’s developing brain by following these steps:

- Ensure your child has enough sleep. Allow them to wake up naturally in the morning, if the home routine allows.
- Investigate, understand and nurture your child’s individual learning style, and multiple intelligence. (see your child’s teacher for further information)
- Provide enriching activities in and outside the home. Have regular board-game sessions with the family.
- Promote regular physical or sporting activities (daily and weekly) as a family or part of a sporting team
- Expose your child to a variety of music genre (gentle music for sleep-time, classical for homework etc.)
- Give your child feedback using positive messages and affirmations to develop a sense of self-worth.
- Protect your child from unnecessary stresses - particularly those belonging to adults.
- Provide a nutritional diet devoid of as many processed, sugar and coloured added foods as possible. Food allergies can manifest themselves through behaviour, poor concentration etc. Some food additives may actually impair brain function. The brain runs better on a “Nibbling Diet”. Be mindful of the Brain foods when ordering or packing the school lunches. (see also Brain-Break foods next page)
TUCKSHOP

Our Tuckshop operates from Monday to Friday.

Menus have been developed along the “Smart Choices” Guidelines promoting healthy eating and are available from the Tucker Box or school office.

Each student is able to have a smart card issued. These cards work on the debit system and monitor student’s purchases. Information regarding Smart Card is sent home at the beginning of each year. For further information please don’t hesitate to contact the Tucker Box.

Ice blocks are available over the counter during first break.

Tuesday meal deals and specials are advertised weekly in the school newsletter.

Our ordering system:
- All orders are to be written on a lunch bag with the money or smart card placed inside
- Please use a separate bag for each order indicating clearly on the bag whether the order is for first or second break
- Please do not staple, tape or glue the bag
- All orders to be in at the Tucker Box by 9.30am each day
- Yellow stickers will be placed on bags for cold items to be collected after the play bell has sounded. These are collected from the quick service counter.

Tucker Box menus and price lists are available from the Tucker Box or on our school website.

We occasionally have children wanting to buy items from the tuckshop for their friends. We discourage this practice strongly and try to monitor quantities and “sharing”.

It is recommended that parents order and pay for any “extras” for younger children by using the bag system, as little ones can be vulnerable when it comes to money. Children are then able to return to the tuckshop with their bag to collect the ordered treat.

BREKKY CLUB

Students are welcome to join us for a free breakfast on Wednesday mornings between 8.30 & 8.55 am. Brekky Club is run by volunteers and through donations.

Any assistance you could provide to our dedicated team would be very much appreciated. Please contact Michelle Lederhose in the tuckshop if you are able to assist.

BUS TRAVEL

A - Operator - Coast & Country Coaches, Wamuran (Ph. 5496 6589)

This school bus runs from Caboolture to Elimbah School each morning along Old Gympie Rd, Breadsell Rd, Alcock Rd and Smiths Rd.

B - Operator - Caboolture Bus Lines, Beachmere Rd, Caboolture. (Ph. 5495 4744)

This service runs along Pumicestone Road into Platinum Road, around Fairmont Estate then through the Morris Heights Estate and along Mansfield Road.

Contact the appropriate operator for further information or to arrange a convenient pick-up spot.

Parents of Prep children, who will be using the bus, are asked to send a note to the class teacher advising when and which bus they are catching. Teachers will accompany those Preppies to the appropriate bus line.

All primary children living more than 3.2 km from the nearest state school are eligible for free transport.
A “Safety Net” has been established for low income families living within this distance. For details please contact Queensland Transport or the school.

Children not eligible for assisted transport may travel on the bus upon payment of the fare set by the operator.

**CONVEYANCE ALLOWANCE**
Where there is no bus service available, a Conveyance Allowance is payable by the Queensland Transport to parents who must convey their children more than 3.2 km to the nearest state school.

For details and application forms, please contact the Transport Department.

**HEALTH, SAFETY & WELL-BEING**

**ACCIDENTS**
School procedures have been established to minimize the possibility of accidents to children whilst at school. Children are supervised at all times during school hours, but this cannot be arranged before and after school.

Sick or injured students are escorted to the health room in the administration area where they are adequately supervised until no further treatment or assistance is required. All arrivals and treatments are noted in a register.

Minor scratches and abrasions are attended to in the health room. First Aid is administered by our trained staff to any accident victim, and more serious cases are referred to parents who may be advised that urgent medical attention is necessary, or to the Ambulance.

In the event of the parent/carer not being contactable, emergency contacts will be advised.

It is of utmost importance that up to date phone and mobile numbers are provided to school administration. It is also necessary to provide names and phone numbers of emergency contact people who will be able to respond to an emergency situation involving your child on your behalf. It is essential that our files remain current and accurate.

**AMBULANCE**
All students are covered for the ambulance service through the levy deducted from the school's electricity account.

In the event of a severe accident or sudden illness, ambulance transport to the Caboolture Hospital will be arranged.

**BICYCLES**
Children riding bicycles to school must wear an approved safety helmet.

Bike racks are provided in the school grounds near the front gate. As the racks can’t be supervised at all times, it is recommended that bikes are chained and helmets are left in school bags.

All bikes should be walked through the grounds, considering pedestrians.

From time to time students find it necessary to ride scooters or skateboards to school. This is not encouraged and children are asked not to ride scooters and skateboards in the school grounds.
DENTAL VAN
The Caboolture Community Health Centre (Ph 54338321) offers a dental clinic and mobile service providing free dental care to school aged children. The mobile dental van comes to us approximately once every 12 months.

When medical-dental forms are issued, parents/carers are asked to complete the form indicating if they do or do not wish their child have a dental examination.

If treatment other than of a diagnostic or preventative nature is required, another form will be issued advising of treatment needed. If you wish to proceed with the treatment, you will need to sign and return this form. Parents/Carers may choose to attend with their child.

If problems or concerns arise after the dental van has left the school, parents can access the service by ringing the dental van on 0409 492379.

HEALTHY EATING
Good nutrition is vital to health and well-being. It assists children’s concentration, prevention and recovery from illness, and their ability to participate well in group situations. Childhood is a time when eating habits and food preferences are formed. For this reason, it is important that children are given a variety of nutritious foods, in the right proportions.

Daily recommendations: 1-2 serves of fruit, 2-4 serves of vegetables, 1-2 serves of dairy, 3-7 serves of bread, cereals and grains, and 1 serve of meat.

Children over 4 years of age should be drinking one litre of water a day, with restricted intake of juices and cordials.

INFECTIOUS DISEASES - EXCLUSION FROM SCHOOL

<table>
<thead>
<tr>
<th>DISEASE</th>
<th>Exclusion Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHICKEN POX</td>
<td>The sufferer will be excluded for six days after the appearance of the rash, unless heavily scabbed. (With chicken pox some remaining scabs are not an indication for continual exclusion.) Contacts are not excluded.</td>
</tr>
<tr>
<td>CONJUCTIVITIS</td>
<td>The sufferer will be excluded until discharge from eyes has ceased.</td>
</tr>
<tr>
<td>MEASLES</td>
<td>A sufferer will be excluded for at least seven days from the appearance of the rash or until a medical certificate of recovery is produced. Contacts are not excluded.</td>
</tr>
<tr>
<td>MUMPS</td>
<td>The sufferer will be excluded until fully recovered. Contacts are not excluded.</td>
</tr>
<tr>
<td>SCHOOL SORES</td>
<td>The sufferer will be excluded until treatment has commenced. Sores on exposed skin should be covered.</td>
</tr>
<tr>
<td>HEAD LICE</td>
<td>Outbreaks of head lice are relatively frequent in most schools. Please check children’s hair regularly for any sign of infestation, and carry out any necessary treatment. Information brochures are available from the school office. Long hair should be tied back or up as a preventative measure.</td>
</tr>
</tbody>
</table>
MEDICATION FOR STUDENTS

Parents are advised that Education Queensland has drawn up guidelines for schools regarding the dispensing of medicine to students.

Parents should carefully note the following procedures.

If a student is to be given medicine/tablets etc. at school,

a) THE MEDICATION MUST HAVE BEEN PRESCRIBED BY A MEDICAL PRACTITIONER.

b) THE PARENT/GUARDIAN MUST REQUEST IN WRITING THAT MEDICATION BE ADMINISTERED.

c) THE DIRECTIONS CONCERNING WHEN TO GIVE THE MEDICATION AND THE RELEVANT DOSE MUST BE PLACED ON THE CONTAINER BY THE PHARMACIST.

d) ALL MEDICATION MUST BE LEFT AT THE OFFICE. THE ONLY EXCEPTION TO THIS IS MEDICATION FOR ASTHMATICS, WHICH MAY BE KEPT WITH THE STUDENT. A LETTER OF REQUEST CONCERNING THIS MUST BE SENT TO THE SCHOOL OFFICE STAFF.

Medication such as Panadol or Panadeine, may not be brought to school unless prescribed by a doctor. Should your child require such medication, please see your family doctor to prescribe such medication. The above procedures should then be followed.

Staff are directed to follow strictly the guidelines issued and must refuse to dispense medications unless correct procedures are followed. These procedures are to safeguard your children. If parents have queries in these matters, they are requested to contact the school office staff.

PARKING

Children's safety must be our first priority. Therefore, a school traffic zone is one which deserves the greatest respect from motorists, especially before and after school.

Motorists are asked to be most diligent in their compliance to the:

- school speed zone of 40km/hr
- school pedestrian crossings and crossing supervisor guidelines
- parking, drop off zones and bus zones.

When setting down and picking up children, please endeavour to park legally to ensure that the roads are clear for through traffic and that children's vision is not blocked by your vehicle. A yellow line along the gutter indicates no standing at any time.

Pedestrian crossings are situated near the school gate and on Beerburrum Rd. It is recommended that all children and adults cross at these points. Please ensure that your child is familiar with the basic road safety rules.

Both pedestrian crossings are monitored by Crossing Supervisors from 8.15am - 9.00am and again from 2.50pm - 3.20pm.

A set down area is situated on the eastern side of School Road opposite the covered games area. From 8.30am–9.30 am and 2.30-3.30pm, this is a stop, drop, move off zone. Cars are not to be left unattended during this time.

A designated bus zone is situated on the western side of School Road. The bus zone is not to be used as an additional parking or set down area as this endangers the lives of our students. It is contravening road rules to use this as a set down area.

Motorists are also asked to respect the two angle parks marked for disabled parking.
ALLERGY AWARE ENVIRONMENT
At Elimbah we have some children enrolled who are anaphylactic – a dangerous (possibly life threatening) allergic reaction to an allergen to which they are sensitive.
To encourage allergen minimisation, we ask that particular foods are not brought to school – nuts, peanut and peanut products. There are no nuts/peanuts or peanut products sold at the tuckshop or used by the Brekky Club.
Parents are strongly encouraged to support us in maintaining an allergy aware environment by sending NON NUT/PEANUT PRODUCTS and by reinforcing that we don’t share lunches, afternoon teas and snacks at school. Hazelnuts and hazelnut products e.g. Nutella are not a problem.
Parents can access further information by ringing 1300 728 000 or visiting www.allergyfacts.org.au

STUDENT MOBILE PHONE USAGE
In making reasonable rules about what students can and cannot bring to school, schools can ban anything which is illegal, dangerous or is likely to cause disruption or harm to the smooth running of the school and the education of other students. The use of mobile telephones and other electronic equipment by students at school, if unmonitored, can become disruptive.

In some circumstances, mobile telephones, and those with the capacity to record digital images can be appropriately incorporated into the learning program. Such occasions will be rare. Otherwise, except in times of genuine emergency or if the use is a sanctioned part of the educational program, mobile telephone usage is to be restricted. The school will permit students to bring mobile telephones to school for use by students whilst travelling to and from school and for safety reasons.

Mobile telephones and other electronic equipment are used at their owner’s risk. No liability will be accepted by the school in the event of loss, theft or damage to any device unless it can be established that the loss, theft or damage resulted from the school’s negligence.

SCHOOL PROTOCOLS REGARDING MOBILE PHONE USAGE
- Mobile telephones may only be brought onto the school grounds, or to a school event, by students where consent has been given by parents/caregivers and the principal. This consent is to be signed and stored on the student file in the school office.
- Unless specifically approved by the class teacher as a part of an educational program mobile telephones may not be taken into a classroom and must be stored in the student’s school bag or may be kept securely at the school office.
- Mobile telephones may not be used at lunchtime.
- Should students need to contact parents, or parents need to contact students during the school day, this should be done through the school office.
- Appropriate action will be taken against any student who records or distributes images of other students or staff without their consent or uses mobile telephones to harass or bully other students.
- Mobile telephones should never be used in a place where it would be inappropriate to take a camera i.e. school toilets
- Any student who may need to access their phone in special circumstances during the school day should do so after receiving permission from their class teacher or the school principal or deputy principal.
- Where a student breaches this policy the consent of the principal for the student to bring a mobile telephone onto the school grounds may be withdrawn.
**SUN SAFETY**
We are most concerned about the possible long-term effects of prolonged sun-exposure upon our children.

Parents are requested to ensure their children have a broad brimmed hat or legionnaires cap. Caps without the legionnaire type flap are not allowed.

We rigidly enforce our policy of “NO HAT, NO PLAY” (i.e. in the sun). To play on the oval, students must wear a hat or a legionnaire type cap.

All hats should have a name inside.

Sunscreen is available at school for use during outdoor activities – e.g. sport

**VALUABLES**
Valuables such as large sums of money, electronic games, MP3 players and iPods and other special treasures should not be brought to school. The security of these items cannot be guaranteed and the school will accept no responsibility for their loss or theft. On Fridays students are permitted to bring trading cards to school if they wish on the condition that these are not taken into classrooms without the permission of class teachers.

**CUSTODY**
On occasion we may have to act on custody information held in our confidential school files. It is vital that this information remains current and has appropriate documentation to support it.

If a change occurs, please report this to the office in person, providing the new documentation.
# SCHOOL UNIFORM GUIDE

## APPENDIX 1

<table>
<thead>
<tr>
<th>ITEM</th>
<th>STYLE</th>
<th>COLOUR/DETAILS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>OFFICIAL SCHOOL SHIRT</strong>&lt;br&gt; All students must have one for school excursions, photos, representation etc.</td>
<td>POLO&lt;br&gt; KNIT COLLAR AND SHORT SLEEVES&lt;br&gt; IN GOOD REPAIR</td>
<td>BOTTLE GREEN WITH SUNFLOWER SIDE PANELS WITH NEW 2 COLOUR LOGO OF WHITE AND YELLOW</td>
</tr>
<tr>
<td><strong>ALTERNATIVE DAY TO DAY WEAR</strong></td>
<td>COLLARED SHIRT, BREAST POCKET, BUTTON FRONT, SHORT SLEEVE</td>
<td>100% COTTON&lt;br&gt; GREEN &amp; WHITE CHECK WITH YELLOW PINSTRIPE RUNNING THROUGH IT.</td>
</tr>
<tr>
<td></td>
<td>A LINE DRESS, COLLAR, SIDE POCKET, ZIP FRONT, SHORT SLEEVE</td>
<td>100% COTTON&lt;br&gt; GREEN &amp; WHITE CHECK WITH YELLOW PINSTRIPE RUNNING THROUGH IT.</td>
</tr>
<tr>
<td><strong>BOTTOMS</strong></td>
<td>UNISEX SHORTS, SIDE ZIP POCKET, DRAW CORD WAIST.</td>
<td>BOTTLE GREEN&lt;br&gt; RUGBY KNIT</td>
</tr>
<tr>
<td></td>
<td>QUICK DRY SHORTS, SIDE ZIP POCKET, DRAW CORD WAIST.</td>
<td>BOTTLE GREEN&lt;br&gt; TASLON MATERIAL</td>
</tr>
<tr>
<td></td>
<td>SKORTS, SIDE ZIP POCKET</td>
<td>BOTTLE GREEN DRILL COTTON SHORTS WITH SKIRT FLAP ACROSS FRONT</td>
</tr>
<tr>
<td><strong>WINTER</strong></td>
<td>SHOWER PROOF JACKET, ZIP FRONT SIDE POCKETS</td>
<td>BOTTLE GREEN&lt;br&gt; CONTRAST SIDE &amp; SLEEVE PANELS GOLD MICROFIBER</td>
</tr>
<tr>
<td></td>
<td>FLEECE ZIP JACKET, ZIP FRONT SIDE POCKETS</td>
<td>BOTTLE GREEN&lt;br&gt; FLEECE WITH SINGLE COLOUR SCHOOL LOGO PRINTED ON LEFT BREAST</td>
</tr>
<tr>
<td></td>
<td>V NECK JUMPER</td>
<td>BOTTLE GREEN&lt;br&gt; FLEECE WITH SINGLE COLOUR SCHOOL LOGO PRINTED ON LEFT BREAST</td>
</tr>
<tr>
<td></td>
<td>CREW (O) NECK JUMPER</td>
<td>BOTTLE GREEN&lt;br&gt; FLEECE WITH SINGLE COLOUR SCHOOL LOGO PRINTED ON LEFT BREAST</td>
</tr>
<tr>
<td></td>
<td>SLACKS / PANTS (ORDER ONLY)&lt;br&gt; MALE / FEMALE</td>
<td>BOTTLE GREEN&lt;br&gt; PONTE PANTS&lt;br&gt; FEMALE&lt;br&gt; BOTTLE GREEN&lt;br&gt; GABERDINE PANTS FOR MALES</td>
</tr>
<tr>
<td></td>
<td>TRACK PANTS&lt;br&gt; REINFORCED KNEES, SIDE POCKETS</td>
<td>BOTTLE GREEN&lt;br&gt; FLEECE</td>
</tr>
<tr>
<td><strong>HATS</strong></td>
<td>LEGIONNAIRE HAT</td>
<td>BOTTLE GREEN&lt;br&gt; BASEBALL CAP WITH NECK FLAP, SINGLE COLOUR SCHOOL LOGO ON FRONT</td>
</tr>
<tr>
<td></td>
<td>BUCKET HAT</td>
<td>BOTTLE GREEN&lt;br&gt; BUCKET HAT SINGLE COLOUR SCHOOL LOGO ON FRONT</td>
</tr>
<tr>
<td></td>
<td>SLOUCH HAT</td>
<td>BOTTLE GREEN&lt;br&gt; CRICKET HAT SINGLE COLOUR WITH LOGO ON FRONT</td>
</tr>
<tr>
<td><strong>SPORT</strong></td>
<td>CREW NECK POLY COTTON BLEND T – SHIRT WITH SLEEVE</td>
<td>HOUSE COLOURS&lt;br&gt; BANDY BANDY – RED&lt;br&gt; BANKSIA – KELLY GREEN&lt;br&gt; BROGLA – ROYAL BLUE</td>
</tr>
<tr>
<td></td>
<td>FOOTY SOCKS (TEAM SPORTS ONLY)</td>
<td>BOTTLE GREEN&lt;br&gt; TWIN GOLD STRIPE ON TURNOVER</td>
</tr>
<tr>
<td><strong>FOOTWEAR</strong></td>
<td>ENCLOSED SHOE</td>
<td>LEATHER / FABRIC, TIED SECURELY WITH LACES OR VELCRO (NO SKATE SHOES OR SLIP ONS) PLAIN COLOURED</td>
</tr>
<tr>
<td></td>
<td>SOCKS</td>
<td>SHORT, SINGLE PLAIN COLOUR (NO FLUORO)</td>
</tr>
<tr>
<td><strong>JEWELLERY</strong></td>
<td>MEDICAL DISCS</td>
<td>AS REQUIRED</td>
</tr>
<tr>
<td></td>
<td>WATCHES</td>
<td>AS REQUIRED</td>
</tr>
<tr>
<td></td>
<td>EARRINGS</td>
<td>STUDS OR CHILD SLEEPERS ONLY</td>
</tr>
<tr>
<td><strong>HAIR</strong></td>
<td>WE EXPECT NEAT TIDY HAIR</td>
<td>RAT-TAILS &amp; LONG HAIR TIED BACK, NO MOHAWKS or TRACKS</td>
</tr>
<tr>
<td><strong>SWIMMING SHIRT</strong></td>
<td>NECESSARY FOR SWIMMING LESSONS&lt;br&gt; TERM 4</td>
<td>SHORT/LONG SLEEVE OR RASH VEST</td>
</tr>
<tr>
<td><strong>BIKE HELMET</strong></td>
<td>AS APPROVED</td>
<td>ALL BIKE RIDERS MUST WEAR A HELMET</td>
</tr>
</tbody>
</table>

School Motto: Only our best is good enough.
## SUPERBUS MATRIX

<table>
<thead>
<tr>
<th>School Areas</th>
<th>Be SAFE</th>
<th>Be a LEARNER</th>
<th>Be RESPECTFUL</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ALL Areas</strong></td>
<td>I stay in the school grounds</td>
<td>I am responsible for my own learning</td>
<td>I use my manners</td>
</tr>
<tr>
<td></td>
<td>I use technology safely</td>
<td>I demonstrate good listening</td>
<td>I follow ALL adult instructions</td>
</tr>
<tr>
<td></td>
<td>I keep my password private</td>
<td>I arrive at school and class on time</td>
<td>I am honest and take responsibility for my actions</td>
</tr>
<tr>
<td></td>
<td>I only use my USB</td>
<td></td>
<td>I care for our environment</td>
</tr>
<tr>
<td></td>
<td>I ask permission to leave in ALL learning areas</td>
<td></td>
<td>I wait my turn</td>
</tr>
<tr>
<td></td>
<td>I report bullying</td>
<td></td>
<td>I respect other peoples</td>
</tr>
<tr>
<td></td>
<td>I only enter a room when a teacher is present</td>
<td></td>
<td>differences</td>
</tr>
<tr>
<td></td>
<td>I follow the school rules for mobile phones and devices</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>I keep my hands and feet to myself</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Learning Areas</strong></td>
<td>I walk inside and around the classrooms</td>
<td>I participate in my learning</td>
<td>I listen to others when they speak</td>
</tr>
<tr>
<td></td>
<td>I use equipment correctly</td>
<td>I am organised for learning</td>
<td>I take care of my property</td>
</tr>
<tr>
<td></td>
<td>I line up to go into class</td>
<td>I set myself learning goals</td>
<td>I look after school equipment</td>
</tr>
<tr>
<td><strong>Transition Times</strong></td>
<td>I walk on concrete</td>
<td>I work quietly</td>
<td>I put my bag on the rack and only take things from my own bag</td>
</tr>
<tr>
<td></td>
<td></td>
<td>I participate in class discussions</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>I use the internet for learning</td>
<td>I follow the routines for specific rooms</td>
</tr>
<tr>
<td><strong>Eating Areas</strong></td>
<td>I sit to eat</td>
<td>I eat my own food</td>
<td>Library, Office, STIC/ Chappy Room</td>
</tr>
<tr>
<td></td>
<td>I stay in my eating area until an adults says I can go to play</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Tuckshop</strong></td>
<td>I line up in the right line</td>
<td>I order my tuck shop before school</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>I walk quietly around the school</td>
<td></td>
</tr>
<tr>
<td><strong>Play Areas</strong></td>
<td>I stay in the correct play area</td>
<td>I include other students in my games</td>
<td>I share the equipment</td>
</tr>
<tr>
<td></td>
<td>I wear my hat outside</td>
<td>I stay calm to solve problems</td>
<td>I use the school ‘High-5’</td>
</tr>
<tr>
<td></td>
<td>I keep my hands and feet to myself</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>I finish playing when the first bell rings</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Toilets</strong></td>
<td>I use the toilets appropriately</td>
<td>I use the toilets during break times</td>
<td>I am private</td>
</tr>
<tr>
<td><strong>Before and after school</strong></td>
<td>I sit quietly in the undercover area until 8:30</td>
<td>I follow the bus routines</td>
<td>I speak politely to other people</td>
</tr>
<tr>
<td></td>
<td>I walk my bike inside the school grounds</td>
<td>I report to the office when I am late</td>
<td></td>
</tr>
<tr>
<td></td>
<td>I follow the road safety rules</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Out of School Settings</strong></td>
<td>I follow ALL adult instructions</td>
<td>I am an active learner on excursion</td>
<td>I am a good sportsperson</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>I take pride in representing Elimbah State School</td>
</tr>
</tbody>
</table>