



# ELIMBAH STATE SCHOOL

# PARENT HANDBOOK

## 2024



Phone: (07) 5432 1333 Email: [admin@elimbahss.eq.edu.au](mailto:admin@elimbahss.eq.edu.au)  
School Road, Elimbah QLD 4516

<b>CONTENT</b> .....	1	LOST PROPERTY.....	18
<b>WELCOME</b> .....	2	PARADES AND NEWSLETTERS.....	18
PRINCIPAL'S MESSAGE.....	2	NOTICEBOARDS.....	18
VISION.....	3	MONEY COLLECTIONS.....	18
STATEMENT OF PURPOSE.....	3	GOODS AND SERVICES TAX (GST).....	18
VALUES.....	3	CLASS ARRANGEMENTS.....	18
ADMINISTRATION/MANAGEMENT.....	3	BOOK LISTS.....	19
SCHOOL CREED.....	4	SCHOOL PHOTOS.....	19
SCHOOL CODE OF CONDUCT.....	4	BRAIN BREAK.....	20
PARENTS AND CITIZENS ASSOCIATION.....	4	TUCKSHOP.....	21
		BUS TRAVEL.....	21
		CONVEYANCE ALLOWANCE.....	21
<b>ORIENTATION</b>		<b>HEALTH AND SAFETY</b>	
SCHOOL DIRECTORY.....	5	ACCIDENTS.....	22
2023 SCHOOL DATES.....	6	AMBULANCE.....	22
ADMISSION AND ENROLMENT PROCEDURES.....	6	BICYCLES.....	22
		DENTAL VAN.....	22
<b>TEACHING AND LEARNING</b>		HEALTHY EATING.....	23
CURRICULUM.....	7	INFECTIOUS DISEASES –	
LITERACY.....	7	EXCLUSION FROM SCHOOL.....	23
NUMERACY.....	7	MEDICATION FOR STUDENTS.....	23
INFORMATION & COMMUNICATION TECHNOLOGY	7	PARKING.....	24
MUSIC.....	7	ALLERGY AWARE ENVIRONMENT.....	24
INSTRUMENTAL MUSIC.....	8	STUDENT MOBILE PHONE USAGE.....	24
PHYSICAL EDUCATION.....	8	SCHOOL PROTOCOLS REGARDING	
SCHOOL HOUSES.....	8	MOBILE PHONE USAGE.....	25
INTERSCHOOL SPORTS.....	8	SUN SAFETY.....	25
INDIGENOUS PERSPECTIVES.....	8	VALUABLES.....	25
LOTE PROGRAM – CHINESE.....	9	CUSTODY.....	25
RELIGIOUS INSTRUCTION.....	9		
EXTRA-CURRICULAR ACTIVITIES.....	9		
HOME WORK AND HOME READING.....	9		
ASSESSMENT.....	10		
REPORTING TO PARENTS.....	10		
LIBRARY/RESOURCE CENTRE.....	10		
<b>STUDENT SUPPORT</b>			
THE LEARNING ENHANCEMENT CENTRE.....	11		
GUIDANCE OFFICER.....	12		
ADVISORY VISITING TEACHERS.....	12		
POSITIVE CULTURE COACH.....	12		
BEHAVIOUR MANAGEMENT.....	12		
BULLYING.....	13		
CYBERSAFETY.....	13		
STUDENT COUNCIL.....	13		
<b>SCHOOL ROUTINES</b>			
SCHOOL SESSION TIMES.....	14		
ATTENDANCE.....	14		
LATE ARRIVALS, EARLY DEPARTURES.....	15		
TRANSFERS.....	15		
APPOINTMENTS.....	15		
STUDENT DRESS CODE.....	15		

### **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, music 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 numeracy, 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.

*Chris Godfrey*

Chris Godfrey  
Acting 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 and Business 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 and Head of Curriculum. 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 and Deputy Principal 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.

## **STUDENT CODE OF CONDUCT**

Our Student Code of Conduct outlines the core values for students as the following:

- Be Safe
- Be a learner
- Be respectful

## **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 Team.

Meetings are friendly, 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 2nd TUESDAY OF EACH MONTH.

The meetings will be held Tuesday evenings at 6.30pm. Please check the website calendar of events and the school calendar communicated via the school newsletter.

The ANNUAL GENERAL MEETING is held before the end of March each year.

# ORIENTATION

---

## SCHOOL DIRECTORY

ELIMBAH STATE SCHOOL

SCHOOL ROAD

ELIMBAH QLD 4516

EMAIL: [admin@elimbahss.eq.edu.au](mailto:admin@elimbahss.eq.edu.au)

TELEPHONE: (07) 5432 1333

Website: [www.elimbahss@eq.edu.au](http://www.elimbahss@eq.edu.au)

<b>Acting Principal</b>	Chris Godfrey
<b>Acting Deputy Principal</b>	Victoria Schoffel
<b>Head of Department – Curriculum</b>	Danielle Hartmann
<b>Business Manager</b>	Kerrie Howden
<b>Administration Officers</b>	Julia Herron Tracey Warren

### Teachers

Allana Hosier  
Alysha O’Sullivan  
Anna Desbrow  
Anna Palmer  
Carmen Gadenne  
Catalina Bassalo  
Christy James  
Cloe Findlay  
Imogen Murray  
Jacqui Castorina  
Janelle Roy  
Jayne Leyland  
Julie Morrison  
Karen Bradshaw  
Lola Stanton  
Marina Kirkman  
Samantha Huhse  
Sarah Eyles  
Scott Palmer  
Sheraleigh Schultz  
Tegan Roberts  
Trish Hodges  
Vanessa Fielding

### Teacher Aides

Carolyn Hurley  
Jodie Lewis  
Julie Mathers  
Kaylene King  
Lee-Anne Fitz  
Marina Dunn  
Michelle Williams  
Sue Ford  
Sue Hodges  
Toni Nutt

### Facilities Team

Shane Thompson – Facilities Officer  
Donna Smith- Cleaner  
Karen Schiffke - Cleaner  
Shelley McCombes - Cleaner  
Zsuzsa Kotorman – Cleaner  
Jodi Hewitt - Cleaner  
Jacki Strickland - Cleaner

### Specialists

Kerrie Kirwan.....Student Support  
Jodie Grant.....Student Support  
Sarah Jackson.....Student Support  
Stephen Head.....Student Support  
Dean Thomas.....IT Technician  
Anne Hughes.....HASS  
Maddison Tactor.....Arts  
Mitch Verhagen.....HPE  
Elisha Edwards.....Instrumental Music  
Belinda Gicquel.....Guidance Officer  
Elizabeth Jones.....Speech Therapist  
Cindy Traves.....Social Worker

### Tuckshop Convenor

Tamara Morris

### Uniform Convenor

Tamara Morris

### Crossing Supervisors

Kerrie James  
Josephine Moore  
Sharon Morris  
Angela Lazar  
Jodie Kinsella

## 2023 SCHOOL DATES

**Term 1** Monday 22nd January - Thursday 28th March

**Term 2** Monday 15th April - Friday 21st June

**Term 3** Monday 8th July - Friday 13th September

**Term 4** Monday 30<sup>th</sup> October - Friday 13th December

### Public Holidays

Friday 26 January - Australia Day

Friday 29 March - Good Friday

Monday 1 April - Easter Monday

Thursday 25 April – ANZAC day

Monday 6 May - Labour Day

Monday 7 October – King’s Birthday

## ADMISSION AND ENROLMENT PROCEDURES

Children entering Prep must have attained the age of 5 by 30<sup>th</sup> 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.
- Primary Proof of residency e.g. rates notice, rental agreement. Secondary Proof of Residency: 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 or website.

## **CURRICULUM**

Elimbah State School's curriculum focuses on each child's educational needs, catering to all learning styles and abilities. The Australian Curriculum is a national curriculum; specifying curriculum content and achievement standards for students in years Prep (foundation) to 10.

Our Head of Department – 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 HOD - Curriculum 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.

## **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.

Our teachers integrate ICTs into curriculum delivery, assessment and reporting to parents and are supported by the Head of Department – Curriculum 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 and interactive projectors. All classes from Year 1 to Year 6 have timetabled access to this resource. Further annual rollouts of laptops and iPads 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.

## **MUSIC**

The school has an effective music program based upon participation, both instrumentally and vocally. 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)

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.

Whilst younger children do not compete in interschool sport, they are involved in 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 undertaken in Term 1 or Term 4.

## **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. We value our First Nations families and seek input through our First Nations Parent and Student Advisory Groups.

## **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 we provide children with a variety of additional opportunities, including:

- Instrumental Music
- Interschool sports
- Champions
- Student Council
- Choir (junior and senior)
- Guitar ensembles
- Containers for Change - recycling

## **HOMEWORK 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 organise 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 multiple levels.

- (1) A formal parent/teacher interview is held for all students at the end of Term 1 and Term 3.
- (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) 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.
- (4) 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.

The library is open every day between 9:00 – 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 Support Team consists of Teachers and Teacher Aides who support students in class, out of class and facilitate the development of Personalised Learning Plans. They deliver specialised programs to support students with a disability so they can access and participate as inclusively as possible in the whole school program.

Elimbah is visited regularly by a Speech Pathologist to assist with early intervention and also support for students with a Speech Language Impairment and difficulties. A referral process is available to access on-site an EQ Occupational Psychologist. Elimbah is also able to access a social worker to work with identified families.

The **LEARNING SUPPORT PROGRAM** is facilitated by a support teacher who works with students experiencing learning difficulties as well as requiring extension. The support and classroom teacher collaboratively determine strategies and curriculum adjustments for individual students.

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 opportunities for extension, in providing a facilitative environment in which high achievement may emerge, and in training the development of talent.

The **EXTENSION PROGRAM** is facilitated by the Head of Department – Curriculum who is available to advise on strategies and resources for identification of high achieving students and adjustments to their program.

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 and support. 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. If parents wish for their child to see the Guidance Officer, this must be negotiated through the Principal or Deputy Principal.

## **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 Education Adjustment Program (EAP), in the areas of:

- hearing impairment
- physical impairment
- visual impairment

## **POSITIVE CULTURE COACH**

Our Coach 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 a range of interventions 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. Parents who wish their child to access the Coach in an ongoing manner will need to complete a permission form, after consultation with our Principal or Deputy Principal.

## **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 Student Code of Conduct 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 Positive Behaviour for Learning (PBL) program. As the name suggests, PBL 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 the Elimbah State School Code of Conduct.

Reboot was introduced in 2019 and has been incorporated with our Positive behaviour for Learning approach as an engagement and self-regulation program. It is about creating a student culture in which students are more self-responsible learners. They can do this by understanding their brain and regulating emotions. As a whole school program a common language and visuals are used to support

students understanding in how they learn. Reboot is based on neuroscience and includes research and best practice from psychology (developmental, social and positive), education and mindfulness.

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, Support Team, 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. At the commencement of each year members of the school support team 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.

The school regularly acknowledges children who have been nominated by their teacher as being an Upstander. Once bullying is identified students are supported and where required disciplinary action is taken. A response to bullying is available in the Student Code of Conduct.

## **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 or gaming sites are used to personally or socially harass, threaten or ridicule another person against their wishes. 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 technology classes. It outlines specific consequences for inappropriate behaviour. The policy is available on the school website.

## **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 Student Leadership Team and representatives from each class in years 3 to 6. 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 and protocols are taught and maintained.

# **SCHOOL ROUTINES**

---

## **SCHOOL SESSION TIMES**

Commence School	8:55 am
Lunch break	11.00 am - 11.45 am
Afternoon Tea	1.20 pm - 1.50 pm
School Finishes	3.00 pm

Children should not be present at school before 8.15 am. Before school, teachers are occupied with lesson preparation and professional duties. 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 8:30am. At 8:30am students are released to a supervised, designated 'lining up area'.

Children should be collected at 3.00pm if not travelling home by school bus or walking or riding home. An onsite Outside of School Hours Care facility (Helping Hands) is available to provide 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.

Prep is the first year of school and provides the [foundation for your child's education](#). It is compulsory for Queensland children to undertake Prep prior to Year 1. Prep is a full-time program in primary schools and has a defined curriculum. Children attend Monday to Friday, from 8.55am to 3.00pm.

Children must be 5 by 30 June in the year they enrol.

### **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 for each absence 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](mailto:absent@elimbahss.eq.edu.au)
  - a verbal explanation to the school through either a phone call or visit to the school office
  - reply to the absence SMS sent each day
  - 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:
  - accompanying the child to the school

- phoning the school
- providing the child with a signed and dated note.

If an absence is unexplained, parents will continue to receive daily SMS messages until the absence has been explained.

Due to changes in legislation, in 2018 we implemented 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.

## **STUDENT DRESS CODE**

The Elimbah State School uniform is endorsed by our P & C Association. School staff and members of the community agree that a consistent presence of our school's full uniform is a very powerful way to create a sense of pride in our school. Our school uniform readily identifies children when travelling to and from school and on outside school activities, such as excursions and school sport.

The P & C Association of Elimbah State School supports the Student Dress Code as it promotes the objectives of the Education (General Provisions) Act 2006, and in particular that it:

- promotes a safe environment for learning by enabling ready identification of students and non-students of the school;
- promotes an effective teaching and learning environment by eliminating the distraction of competition in dress and fashion at our school;
- promotes a supportive environment at our school by fostering a sense of belonging;



- fosters mutual respect among individuals at our school by minimising visible evidence of economic, class or social differences.

Elimbah State School and the P&C Association acknowledge that:

- all students should wear school uniform every day;
- a broad brimmed, legionnaire or bucket hat should be worn by students during all outdoor activities. We have a 'no hat, no play' policy.
- full uniform is to be worn on all excursions unless specifically notified otherwise;
- parents' cooperation in supporting our Dress Code is essential and greatly appreciated;
- we are proud of our students and our school and our students demonstrate this pride by wearing our school uniform.

Processes for compliance and conflict resolution:

1. Positively acknowledge students consistently wearing the full school uniform
2. Remind our school community of the importance and rationale for the uniform
3. Students not in full uniform should discuss their reasons with their classroom teacher
4. Continued non-compliance will result in students being referred to the Principal or Deputy Principal
5. A Leadership Team member will contact parents to discuss repeated non-compliance to make an informed decision before imposing any sanctions
6. Continued non-compliance will result in students being offered uniforms from a bank of uniforms held at the school. A process for conflict resolution will be implemented for individual students persistently wearing inappropriate dress
7. Sanctions may include lunch time detentions, and/or prevented participation in non-curriculum activities such as school sport or excursions if deemed necessary once all factors have been taken into consideration, with the student's welfare our primary concern

Please note: Student safety is our main priority, and restrictions on shoes, jewellery, hair accessories and hoodies are in place to ensure a safe environment and to minimise potential injury.

+Consideration is always given to individual students with regards to sensory or medical issues, religious and cultural beliefs.

+Provision is made for students who may be experiencing financial difficulty, and after speaking to the parents/carers, the Principal will consult with the P&C regarding ability to assist.

The dress code will be reviewed periodically for appropriateness or enhancements in consultation with students, parents and staff. It will be endorsed by the P&C Association every 2 years.

Elimbah State School – Student Dress Code Official Elimbah State School Uniform:

***Summer Uniform Options***

- Elimbah SS green and yellow polo shirt
- Elimbah SS green and white cotton checked shirt
- Bottle green skorts or skirt
- Bottle green shorts
- Elimbah SS green and white cotton checked dress
- Neutral coloured plain socks

- Bottle green legionnaire, bucket or broad brimmed hat (must be sun safe – no caps) *No hat, no play*
- Closed in, neutral coloured shoes, appropriate for running

### **Winter Uniform Options**

- Bottle green jumper / jacket (no hoodies)
- Bottle green pants
- Bottle green tights or stockings

*Year 6 students may wear their Senior shirt as an alternative to the Elimbah SS polo shirt*

### **JEWELLERY**

Students may wear a watch and small sleeper or stud earrings. A medical bracelet or medical necklace is also acceptable. Other jewellery such as necklaces, bracelets, rings etc. may be unsafe for the student or other students as they could become caught in play equipment or come into contact with another student causing injury. Facial and other body piercings are not permitted (even if they are covered). Make-up and fingernail polish are not permitted. Religious or cultural medallions on a small necklace/chain are acceptable if they are tucked inside the school shirt.

### **HAIR**

Hair that is shoulder length (including rats tails) should be neatly tied back with appropriate neutral or school coloured hair ties. Hair styles should be neat and natural. Shaved / clipped patterns (tracks) in hair and mohawks are not appropriate for school. Coloured or dyed hair should be of natural colour. Hair styles should be neat and conservative. Hair accessories worn should be appropriate for school.

### **FOOTWEAR**

Students should wear a flat, closed in shoe that is appropriate for running and outdoor activities. Boots or shoes that extend beyond the ankle are not appropriate for school. Shoes should be predominantly neutral in colour (white, black or brown) and have only minimal other colours on them. They should not be fluorescent, glitter, flashing etc. Shoes with built-in skates are not permitted at school.

### **NON-UNIFORM DAYS**

On special non-uniform days such as ‘free dress days’ or on the rare occasion that the school uniform is unable to be worn, the clothes worn by students should reflect the style of our uniform. Clothing should be sun safe. Where unsuitable clothes are worn to school, parents will be contacted to bring a change of clothes or uniforms will be offered from the bank of uniforms kept at school.

**The Uniform Shop is onsite at Elimbah State School – open times will be communicated regularly .**

Pre order forms are available from the school office and QuickCliq for online orders. 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's undercover 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 AND NEWSLETTERS**

Newsletters are emailed out twice per term. Assemblies are held every other week.

## **NOTICEBOARDS**

A noticeboard outside the Tuckerbox displays school and P&C notices. Parents wishing to display a notice should contact the office.

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

## **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.

## **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.

The school utilises the services of a supplier for pre-packaged school requisites. Suppliers 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:

- Seeds (e.g. pumpkin seeds)
- Cheese
- Yoghurt
- Boiled egg
- Fruit (fresh only, no tubs)
- Vegetable sticks (e.g. 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 lead 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. For example 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 Wednesday to Friday.

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

Ice blocks are available over the counter during **first break**.

### **Our ordering system:**

The Tuckerbox has an online ordering system ([www.quickcliq.com.au](http://www.quickcliq.com.au)). Orders for students need to be placed online by 8.45 am the day of the order.

Tuckerbox 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”.

## **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 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

<b>CHICKEN POX</b>	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.
<b>CONJUNCTIVITIS</b>	The sufferer will be excluded until discharge from eyes has ceased.
<b>MEASLES</b>	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.
<b>MUMPS</b>	The sufferer will be excluded until fully recovered. Contacts are not excluded.
<b>SCHOOL SORES</b>	The sufferer will be excluded until treatment has commenced. Sores on exposed skin should be covered.
<b>HEAD LICE</b>	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.

## 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 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. 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](http://www.allergyfacts.org.au)

## **STUDENT MOBILE PHONE AND SMART WATCH 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. A list of such items is available in the Student Code of Conduct. The use of mobile telephones, smart watches and other electronic equipment by students at school, if unmonitored, can become disruptive.

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 AND SMART WATCH 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 turned off and stored 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 or smart watch 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 or bucket 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 broad-brimmed or bucket 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 or devices 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.

## **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**