

# Yarraman P-9 State School



## Parent Information Prep

## TABLE OF CONTENTS

School Information.....	4
Our School Values .....	5
Communication .....	6
School Map.....	7
Parking – Road Safety.....	8
Contact Details .....	8
School Assembly.....	8
Attendance .....	9
Student Absence Flowchart .....	10
Health.....	11
Medication at School .....	12
Health Room .....	12
Accidents .....	13
Positive Behaviour for Learning (PBL) .....	13
PBL Consequence Chart .....	15
Student Reward Scheme – Vivo Stars .....	16
Homework Policy .....	16
Bookwork Policy.....	20
Dress Code .....	23
Mobile Phone and Electronics Policy .....	26
Prohibited and Banned Items.....	27
Computer Network Student Use Policy and Rules .....	28
Secondary Student Resource Scheme.....	29
Primary Voluntary Contribution.....	31
Field Trips, Excursions and Camp .....	34
Refund Guidelines for Excursions and Camps.....	34
Money sent to school.....	35
School Banking .....	35
Sporting Schools Program .....	35

Library Services and Student Information .....	36
Educational Needs.....	38
Birthdays and Other Celebrations.....	38
School Chaplain .....	39
Prep Information .....	41

## SCHOOL INFORMATION

<b>Address:</b>	The Principal
(All Correspondence)	Yarraman P-9 State School
	PO Box 19
	YARRAMAN Q 4614
<b>Telephone:</b>	(07) 4173 7333
<b>Parent Communication/Absence</b>	
<b>Text Message Service:</b>	0427 016 460
<b>Email:</b>	<a href="mailto:principal@yarramanss.eq.edu.au">principal@yarramanss.eq.edu.au</a>
	<a href="mailto:admin@yarramanss.eq.edu.au">admin@yarramanss.eq.edu.au</a>
<b>Office Hours:</b>	8 am – 4 pm Monday to Friday
<b>School Hours:</b>	8.35 am – 2.45 pm (students to arrive by 8.30 am)
<b>Student Assembly:</b>	Monday, 2.15 pm – Even Weeks
<b>Newsletter:</b>	Every three weeks – Friday
<b>Tuckshop:</b>	Weekly – Friday

*Everyone is welcome  
to attend our Parents and Citizens' Association meetings  
in the Meeting Room at 5.30 pm  
third Tuesday of each month*

**Our school is your school – be part of our school community.**

# OUR SCHOOL VALUES

At Yarraman P-9 State School, our School Rules are based on the values of **STARS**:

## **S**AFE

- Provide a safe, positive and supportive learning environment.
- Use equipment and materials appropriately.
- Follow safety procedures sensibly and responsibly for example, during lock downs and fire drills, and by wearing a hat.
- Stay in the correct areas.
- Be aware of strangers and unknown visitors.
- Follow safe practices when travelling to and from school for example, follow road rules and bus rules.

## **T**RUSTWORTHY

- Take personal responsibility for one's own behaviour for example, submit work on time and have correct materials.
- Arrive at school and class on time.
- Remind others to do the right thing.
- Always tell the truth and take responsibility for your actions.
- Show consideration for the environment for example, keep the school clean.

## **A**CTIVE LEARNERS

- Make learning a priority for oneself and others.
- Work together to help one another reach their full potential.
- Give best effort and participation.
- Be an active listener.
- Make healthy food and lifestyle choices.
- Complete all set tasks for example, homework and assignments.

## **R**ESPECTFUL

- Be polite, honest, and use manners.
- Listen when others are talking and follow adult's instructions.
- Acknowledge that everyone, no matter what their beliefs, physical appearance, or gender, makes a valuable contribution.
- Show pride in oneself and the school by wearing the school uniform.

## **S**UCCESSFUL

- Read every day.
- Play safely.
- Use social media positively.
- Be a team player.
- Praise, be kind and encourage others.

*Students at Yarraman P-9 State School are:*

***S**afe, **T**rustworthy, **A**ctive Learners, and **R**espectful which makes them **SUCCESSFUL**.*

# COMMUNICATION

## Communicating By Text Message

Yarraman P-9 State School believes that SMS text messages sent direct to and from your mobile phone are the best solution for student safety, attendance management and significant event reminders.

### Benefits to You and Your Child

- If your child has not arrived at school, you need to know
- If your child shows any sign of poor attendance, SMS text messaging will immediately inform you that a problem may exist.
- You must have immediate notification in times of crisis.
- Sending a text message to the school is the most cost and time effective

### How Parents can help

- Keep your mobile phone details up to date.
- Notify the school in advance when your child is absent.
- Respond to messages from the school.

## SCHOOL WEBSITE

The website provides information on the school and is a useful tool for students and parents. For students, the site displays assessment calendars, handbooks, sports results, achievements and current news. For parents, the site displays newsletters, staff members and roles, P & C information and details about the school. Please visit the website at <https://yarramanss.eq.edu.au/>.

## SCHOOL NEWSLETTER – NEWS and VIEWS

Newsletters assist parents to gain knowledge of school activities. The newsletters are issued every fortnight. The school newsletter is also available on our school's website and be emailed home.

## SECONDARY STUDENT DIARY

Each student is issued with a homework diary. If a diary is lost or defaced, it must be replaced at the student's expense. Replacement cost is \$15. The diary is to be taken to all classes where it may be checked by the classroom teacher, Head Of Department or Principal.

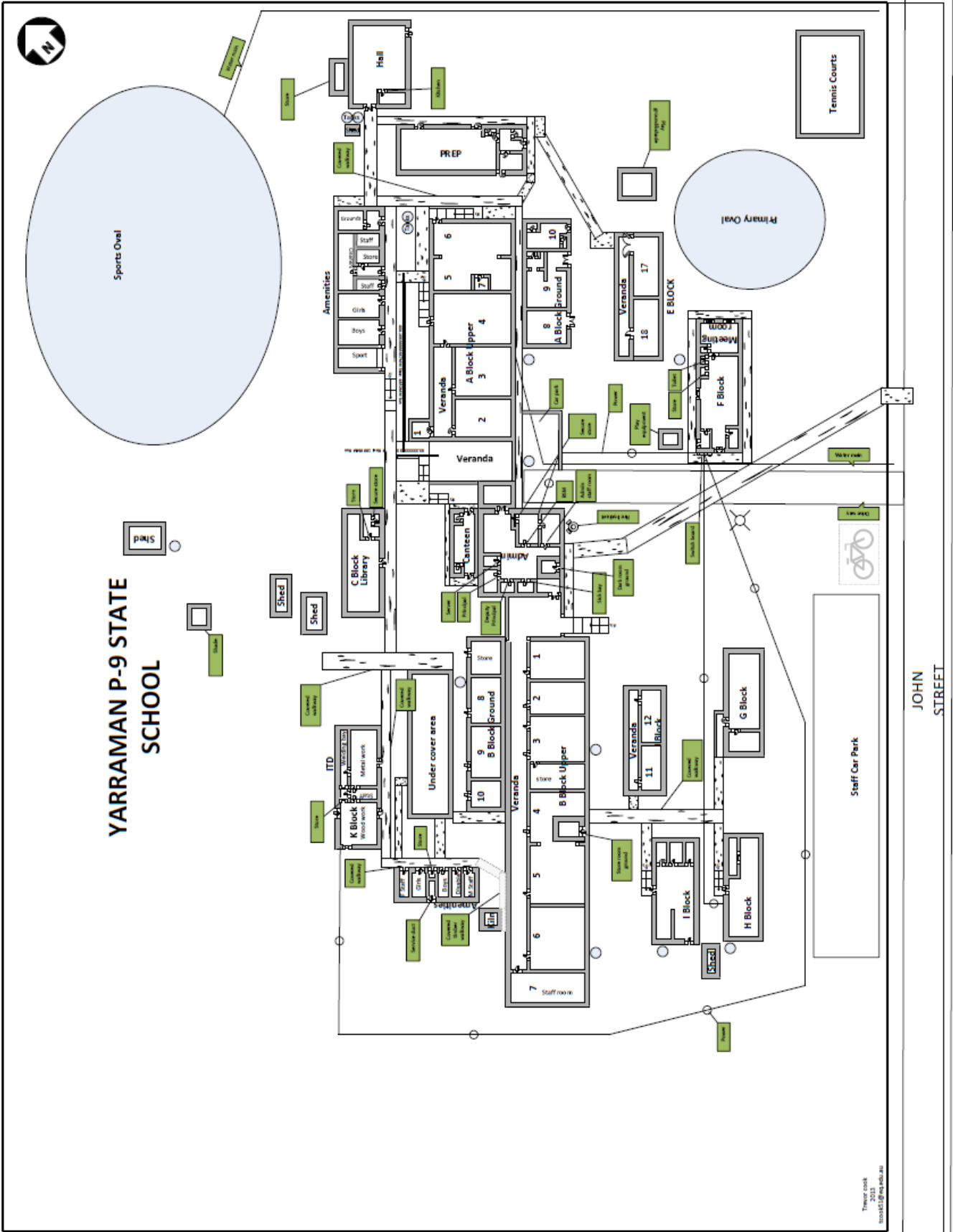
## PARENT-TEACHER INTERVIEWS/REPORTING

Parent-Teacher Interviews are held twice a year to allow parents additional opportunity to discuss the progress of their children with teachers. Parents can make appointments for the interviews through the office. Report cards will be issued at the end of Semester 1 and 2.

## OTHER INTERVIEWS

Interviews may be arranged by appointment with the Principal, Head of Department and Teachers. Please contact the Office on 4173 7333.

## SCHOOL MAP



## PARKING – ROAD SAFETY

The NO PARKING zones and BUS STOP zones are clearly marked and if cars are parked correctly then students' lives are not in danger when they cross roads on arriving and leaving school.

Please encourage your child to cross the road where the “Lollipop” person is. **DO NOT** call them across the road to your car.

Cars are not permitted to enter the school grounds to drop off or collect children unless with prior approval from the Principal. Staff parking is inside the front gate in front of the secondary classrooms and parent parking is available on John Street.

## CONTACT DETAILS

It is very important we have up-to-date information so we would appreciate being notified of any change in parent/caregiver, home address and phone numbers, including home, work and mobile numbers. If we are unable to contact you please provide the school with contact details of a relative or friend. This will enable us to make contact quickly, if an emergency arises.

Parent/Caregiver and teacher communication can be made via phone call or email.

## SCHOOL ASSEMBLY

Full school assembly is held in the school hall on even weeks of the school term. They are held on Monday afternoon at 2.15 pm for Prep to Year 9 students. We encourage parents to come along and be part of our school assembly.



# ATTENDANCE

***Students enrolled at our school are expected to maintain high levels of attendance.*** Regular school attendance will mean that your child has a better chance in life. Your child will achieve better when they go to school all day, every school day.

1. They learn better
2. They make friends
3. They are happier
4. They have a brighter future.

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

## **ABSENCE**

Parents/Caregivers of students who are absent from school for any reason are required to contact the School Office by note, sms or phone call. It is the responsibility of the student to catch up on missed work or assessment due to their absence. All absences are viewed as “unexplained absences” until an explanation has been received in writing, sms or via a phone call from parents/caregivers and the Principal will then make a decision whether the absence will be viewed as an “approved absence”.

## **PROLONGED ABSENCE – 3 days or more**

Contact home will be made through one or both of the following ways:

- Office staff will contact parents/guardians by letter after a period of continuous absence of a student.

## **LATE ARRIVAL**

Late arrival at school should occur only when exceptional circumstances prevail and should be explained by a note from a parent/caregiver. Students who arrive late must report to the Office. They will be issued with a late slip to enter class. Students arriving late without legitimate reason will be given a detention to make up the time lost.

## **EXEMPTION FROM SCHOOLING – more than 10 consecutive days**

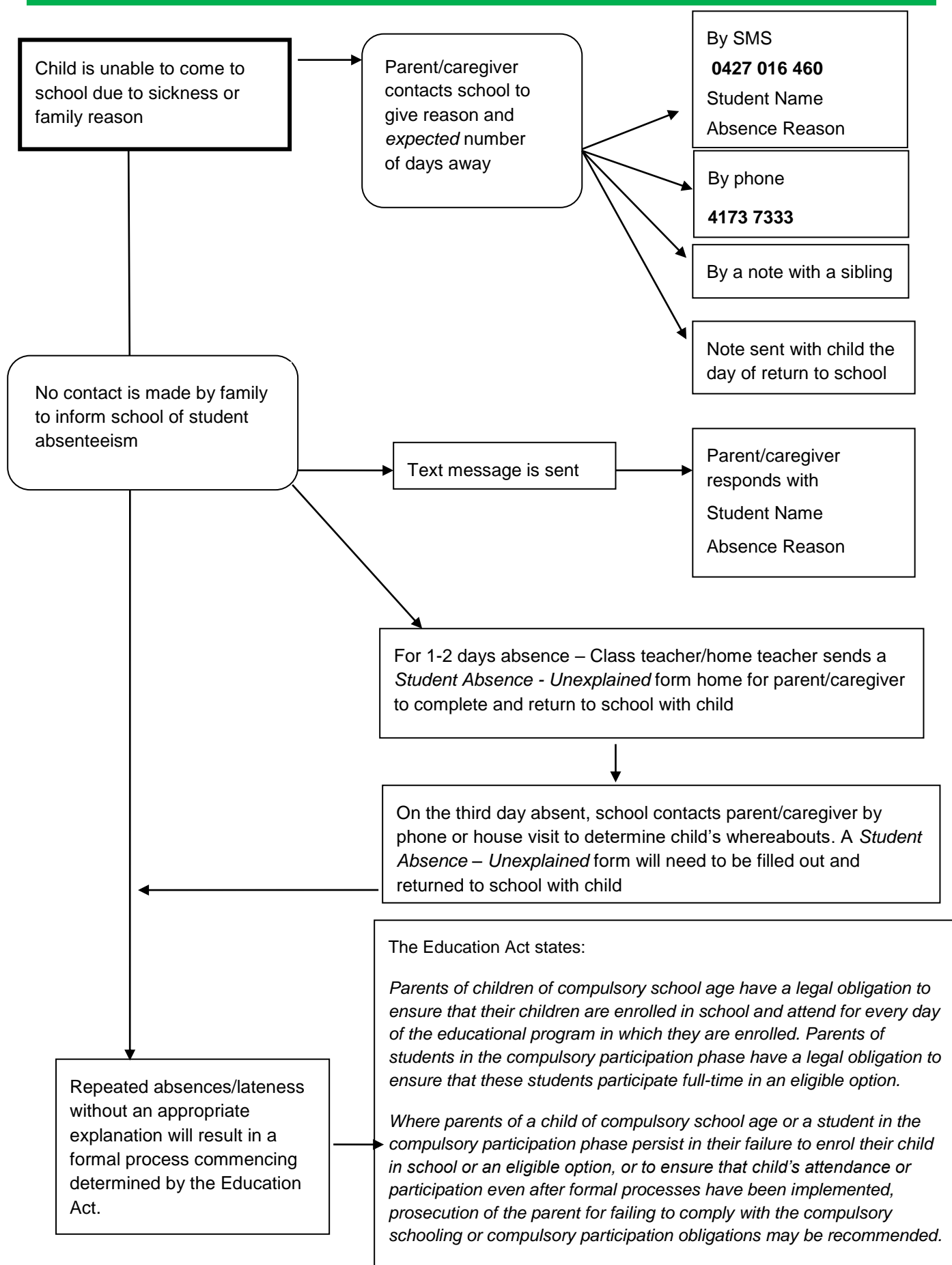
Every parent of a child of compulsory school age or a young person in the compulsory participation phase has a legal obligation to ensure their child is enrolled and attending school or participating in an eligible option. Parents can apply for an exemption from this obligation when their child cannot attend or it would be unreasonable in all the circumstances for their child to attend school or participate in an eligible option for a period of more than 10 consecutive school days.

Situations where an application for an exemption may be made include:

- Illness
- Family reasons
- Cultural or religious reasons

If your child is exempted from compulsory schooling, you are excused from your obligation in relation to compulsory schooling or compulsory participation. The school principal is not responsible for providing an educational program to your child, however they may provide advice on other educational options available.

# STUDENT ABSENCE FLOWCHART



# HEALTH

When you are sick you always feel better with your own bed and family. Children are no exception and **should your child be unwell, please keep them at home.**

Exclusion times for the following illnesses are:

DISEASE	PERIOD OF EXCLUSION	CONTACTS
Chicken Pox	<u>Should be excluded</u> for at least seven days after the beginning of the illness and until the last lesion has healed	Not to be excluded
Measles	<u>Should be excluded</u> for at least seven days from the appearance of rash or until a Medical Certificate of Clearance is produced	Not to be excluded
Rubella (German Measles)	<u>Should be excluded</u> for at least seven days from the appearance of rash or until a Medical Certificate of Clearance is produced	Not to be excluded
Whooping Cough	<u>Should be excluded</u> for four weeks unless a Medical Certificate of Clearance is produced	Not to be excluded

DISEASE	PERIOD OF EXCLUSION	REMARKS
Impetigo (School Sores)	Not to be excluded if lesions are covered	Impetigo is contagious. Lesions on any part of the body except the face must be covered. On the face, the lesions must be under treatment and a layer of ointment or paint is accepted as a “cover” in this situation.
Ringworm	Not to be excluded if lesions are covered	Ringworm is contagious. Except in the case of the scalp, a lesion under treatment with paint is accepted as being covered. If an ointment is being used a dressing must be applied (except on the face, as in the case of impetigo).
Conjunctivitis	Exclude until discharge from eyes has ceased	
Head Lice	Until treated	Untreated cases of head lice or scabies infestation should be excluded from school. With proper treatment, the period of exclusion may be as brief as one day.

*Please consult the school if you have any inquiries about infectious conditions.*

## HEAD LICE

Detecting and treating head lice are the responsibility of families. Our school supports families in that role, particularly by providing correct and accurate information. If you require information regarding head lice, please do not hesitate to contact the school. The school nurse is also available for consultation, advice and assistance.

## MEDICATION AT SCHOOL

Education Queensland and Queensland Health regulations govern administration of medication to students by school personnel. The key points which parents/caregivers should note and follow are:

- As a parent/caregiver, you must first make a written request indicating that such medication has been prescribed and is necessary to be administered during school hours or school approved activities. Forms for this are available from the office.
- Medication must be handed in to the staff in the school office.
- **Medication must be provided in the current container which clearly shows the written instructions from the pharmacist at the direction of a medical practitioner. Instructions must indicate specific times at which the medication is to be administered as well as the dosage.**
- At no time will medication provided for one child be administered to others, even if they are brother or sister of the child for whom the medication has been prescribed.
- **Non-prescribed oral medication such as analgesics or over-the-counter medications will not be administered by the school staff.**
- All unused medication will be returned to parents/caregivers only. At no time must a child keep medication in their school bags.

### Inhalers

Many students use Ventolin inhalers at school for the prevention or treatment of asthma. Generally, inhalers are kept centrally in the office so that the spray is readily available when needed and is not used inappropriately or lost. If you wish your child to be responsible for their inhaler, the office must be notified and the appropriate form completed.

## HEALTH ROOM

The school asks to be notified of any medical problems from which students might suffer. Students are also required to report to their teacher any accident they suffer or anything else that causes them distress. No medical treatment is permitted in the school except First Aid, which is given by office staff as immediate, temporary treatment in case of accident. A Health Room register is in place. Parents/Caregivers will be contacted by office staff if their child has a health problem and needs to be collected from the school.

## ACCIDENTS

Ill or injured students are brought to the office, where it is appropriate for them to be able to move or be moved there. Parents will be contacted when necessary. It is important that parents ensure school records are kept up to date with emergency contact telephone numbers.

If necessary, the ambulance and/or doctor will be contacted. All students are now covered by the State Government Ambulance Subscription Scheme. If a doctor's consultation is needed and parents are unable to be contacted then the Principal can authorise such a consultation with costs being met by parents / caregivers.

## POSITIVE BEHAVIOUR FOR LEARNING (PBL)

It is our aim at Yarraman P-9 State School to provide a safe, caring environment for ALL members of our school community. We recognise and appreciate that everyone has rights, but we also have responsibilities. At our school, we believe that it is most effective for school personnel and parents/caregivers to work together to provide a consistent approach to Positive Behaviour for Learning.

Each classroom will display, teach, and enforce a set of negotiated classroom expectations and consequences. A similar policy applies to the children when in the playground.

We have a few procedures to reward positive behaviours at Yarraman P-9 State School as we recognise and value the contribution our students make.

Our School Rules are based on the STAR VALUES – Students of Yarraman P-9 State School are:



Our Responsible Behaviour Plan is available on our website: [www.yarramanss.eq.edu.au](http://www.yarramanss.eq.edu.au)





# Yarraman P-9 State School

## Positive Behaviour Matrix



	CLASSROOM	PLAYGROUND	ONLINE	OUT OF SCHOOL	ALL AREAS
<b>WE ARE SAFE</b>	<ul style="list-style-type: none"> <li>Follow safety procedures for your subject area.</li> </ul>	<ul style="list-style-type: none"> <li>No Hat, No Play.</li> <li>Play safely by following rules.</li> <li>Keep hands and feet to yourself.</li> <li>Report trouble to staff on duty immediately.</li> <li>Stay in designated areas.</li> </ul>	<ul style="list-style-type: none"> <li>Access only appropriate websites.</li> <li>Obtain permission to take photos.</li> <li>Report inappropriate use of technology.</li> <li>Protect yourself online.</li> <li>Report Cyberbullying.</li> </ul>	<ul style="list-style-type: none"> <li>Follow road rules.</li> <li>Be where you are supposed to be.</li> <li>Be aware of your surroundings and potential danger.</li> </ul>	<ul style="list-style-type: none"> <li>Follow staff instructions.</li> <li>Practise good hygiene.</li> <li>Be sun smart.</li> <li>Walk on concrete.</li> <li>Use equipment safely.</li> <li>Wear the school uniform with pride.</li> <li>No bullying.</li> </ul>
<b>WE ARE TRUSTWORTHY</b>	<ul style="list-style-type: none"> <li>Work independently.</li> <li>Follow classroom expectations.</li> </ul>	<ul style="list-style-type: none"> <li>Move to class quickly.</li> <li>Take ownership of your actions.</li> <li>Attend planned activities and commitments.</li> </ul>	<ul style="list-style-type: none"> <li>Keep personal devices in bags and switched off.</li> <li>Use school devices with permission.</li> </ul>	<ul style="list-style-type: none"> <li>Do the right thing even when you are on your own.</li> </ul>	<ul style="list-style-type: none"> <li>Follow STAR values at all times.</li> </ul>
<b>WE ARE ACTIVE LEARNERS</b>	<ul style="list-style-type: none"> <li>Work cooperatively.</li> <li>Ask for help.</li> <li>Do your best.</li> <li>Be classroom ready.</li> <li>Come to school regularly.</li> <li>Complete tasks on time.</li> <li>Set SMART goals.</li> </ul>	<ul style="list-style-type: none"> <li>Play fairly and by the rules.</li> </ul>	<ul style="list-style-type: none"> <li>Use technology for learning.</li> <li>Stay on task and actively seek solutions.</li> <li>Ask for assistance if your device is not working.</li> </ul>	<ul style="list-style-type: none"> <li>Be a Yarraman STAR.</li> <li>Be punctual to events.</li> <li>Use your school knowledge in your everyday life.</li> </ul>	<ul style="list-style-type: none"> <li>Be on time.</li> <li>Be prepared.</li> <li>Enjoy and celebrate success.</li> <li>Challenge yourself every day.</li> <li>Strive for success.</li> </ul>
<b>WE ARE RESPECTFUL</b>	<ul style="list-style-type: none"> <li>Follow classroom speaking rules.</li> <li>Actively listen to the speaker.</li> <li>Wear the school uniform with pride.</li> </ul>	<ul style="list-style-type: none"> <li>Respect sporting equipment.</li> <li>Follow routines.</li> <li>Consider others' needs.</li> <li>Put your rubbish in the bin.</li> </ul>	<ul style="list-style-type: none"> <li>Treat equipment with respect.</li> <li>Treat others and your school respectfully online at all times.</li> <li>Respect privacy of others.</li> </ul>	<ul style="list-style-type: none"> <li>Be polite and respect people and property within the community.</li> </ul>	<ul style="list-style-type: none"> <li>Use good manners.</li> <li>Wait your turn.</li> <li>Respect other people and their property.</li> <li>Speak positively with appropriate tone and volume.</li> <li>Be aware of and accept differences.</li> <li>Stop, Look and Listen for staff instructions.</li> <li>Respect personal space.</li> </ul>
<b>WE ARE SUCCESSFUL</b>	<ul style="list-style-type: none"> <li>Read every day.</li> <li>Earn Vivos and spend them.</li> <li>Explain the lesson WALT, WILF and TIB.</li> <li>Celebrate your achievements.</li> <li>Seek and use feedback.</li> </ul>	<ul style="list-style-type: none"> <li>Play safely.</li> <li>Help others to seek and give support.</li> <li>Try new activities.</li> <li>Be friendly and kind.</li> <li>Share space with others.</li> <li>Leave our area tidy.</li> </ul>	<ul style="list-style-type: none"> <li>Use Word, Excel, emails, PowerPoint and touch type.</li> <li>Use Social Media positively.</li> <li>Use technology to enhance your performance.</li> </ul>	<ul style="list-style-type: none"> <li>Promote a positive school image.</li> <li>Share school successes with others.</li> <li>Participate in extra school activities.</li> <li>Be a team player.</li> </ul>	<ul style="list-style-type: none"> <li>Have a tidy and well-presented environment.</li> <li>Help others to make good choices.</li> <li>Report when others are not Yarraman STARS.</li> <li>Show resilience.</li> <li>Praise, be kind and encourage others.</li> <li>Use calming strategies and our Zones tools.</li> </ul>

**STRIVE TO EXCEL..... NEVER GIVE UP..... PERSEVERE**



# PBL CONSEQUENCE FLOWCHART



Yarraman P-9 State School

## PBL Consequence Flowchart



Observe Behaviours: 4:1 Positive:Negative

Positive Acknowledgement

Adult Attention, Specific Feedback, Verbal/Visual and Vivo  
(Classroom and Playground)

### Minor

Staff Managed

Refer to Minor Behaviour examples

### Major

Administration Managed

Refer to Major Behaviour examples  
Repeated minors may become a major

#### Step 1 – Warning Use / Apply ESCM

- ☐ Prompt, Descriptive encouraging
- ☐ Redirect Parallel acknowledge
- ☐ Reteach
- ☐ Choice

- ☐ Inform student of violation
- ☐ State expected behaviour from matrix
- ☐ Contact office
- ☐ CR :Red card PG: verbal statement to admin
- ☐ Complete major referral on OneSchool, refer to admin

#### Step 2 – Student Conference

**PRIVATE, CALM, POSITIVE**

- ☐ Why are we having this conversation?
- ☐ Are you being safe, trustworthy, an active learner, respectful?
- ☐ What should you be doing?
- ☐ How will you do this? What tool will you use?
- ☐ Can I help you to do this?
- ☐ Give Choice/Warning

#### Admin actions

- ☐ Review incident
- ☐ Determine consequences
- ☐ Record on OneSchool
- ☐ Give student reflection sheet to complete

#### Step 3 – Apply Consequence, Follow Through Classroom

- ☐ Thinking Space/Buddy Class  
– ring buddy class, take work, return 15 mins or at change of lesson
- ☐ Loss of classroom privilege
- ☐ Make-up time/ Reflection Sheet
- ☐ Natural consequence
- ☐ Record on OneSchool

#### Playground

- ☐ Walk with the teacher/ Time-out
- Staff to enter minor incident into OneSchool ASAP**
- ☐ No office action required
- ☐ Multiple referrals observed in one day on Oneschool, staff may send an email to admin to let them know. This is not a referral.

Office may inform  
parent/guardian

#### If behaviour continues

- Parent meeting
- Individualised Behaviour Support Plan (IBSP)
- Consequence
- Referral to Student Support Team

#### Step 4 – Office Referral, repeated minors become a **major**

#### Explanations

- ☐ Student to move to office chairs – set a time
- ☐ Teacher completes red card
- ☐ CR – Red card PG: verbal statement to admin
- ☐ Complete oneschool referral asap, refer to admin

## STUDENT REWARD SCHEME – VIVO STARS

Education is about all-round development not just learning facts.

Part of this is encouraging good behaviour, giving recognition to children when they do well and motivating them to do more. We have therefore improved our reward system by introducing Vivo. Vivo does just that, and is already used at many schools like ours.

Vivo enables us to provide points, or Vivo Stars, to reward positive behaviour. Children can save up their Vs in a personal account and exchange them for a range of items through our 'shop'.

Vivo allows us to be more consistent in the way we recognise your child's efforts and to support your child's needs more effectively. Your child gets early experience of choosing how much to 'spend' or save and it's their decision what to do with their Vs.

Importantly, Vivo gives **you** the opportunity to see the progress your child is making and to celebrate, with us, their successes. Join other parents/caregivers in seeing how it all works by logging on at [www.vivoclass.com.au](http://www.vivoclass.com.au) using the details provided.

Celebrating their successes is a significant contribution to building your child's desire to learn. We hope and encourage you to join in the celebration.

## HOMEWORK POLICY

### Our Policy Development

Our school's homework policy takes account of Education (General Provisions) Regulation 2006, Education Policy and Procedures Register (Curriculum Provision) CRP- PR- 010: Homework in State Schools, and our school community consultation.

### Our Homework Policy

Our school supports homework being regularly set in Years 1 to 9, and in Prep from Term 2. We support the set homework being consistent with the best practice guidelines detailed below.

Where students (with their parent's/caregiver's permission and support) commit to complete the set homework, and it is not regularly completed, the following consequences will occur:

- parent contact
- student detention to complete

### Why we set homework?

Homework provides students with opportunities to consolidate their classroom learning, pattern behaviour for lifelong learning beyond the classroom, involve family members in their learning, and teach responsibility. When homework is set, it will take into account the need for students to have a balanced lifestyle. This includes sufficient time for family, recreation, and cultural activities where appropriate.



We believe that homework that enhances student learning:

- is purposeful and relevant to the student's needs
- is appropriate to the phase of learning (early and middle)
- is appropriate to the capability of the student
- develops the student's independence as a learner
- is varied, challenging, and clearly related to class work
- allows for student commitment to recreational, family, and cultural activities.

Our set homework will be appropriate to particular Phases of Learning. In the Early Phase of Learning (Prep to Year 3) many activities at home or in play can assist children to develop literacy, numeracy, and problem-solving skills.

Homework tasks in Prep to Year 3 may include:

- daily reading to, with, and by parents/caregivers or other family members
- linking concepts with familiar activities such as shopping, preparation of food, local environment, and family outings
- conversations about what is happening at school
- preparation for oral presentations
- opportunities to write for meaningful purposes

In the Prep Year, generally students will not be set homework until Term 2, and it will not be more than 40 minutes per week. In Years 1, 2 and 3, set homework could be up to but generally not more than 80 minutes per week.

In the Middle Phase (Year 4 to Year 9) some homework can be completed daily, weekly, or longer periods and may:

- include daily independent reading and spelling
- be coordinated across different subject areas
- include extension of class work, projects, and research.

<b>Prep and Year 1</b>	<b>Years 2 and 3</b>	<b>Years 4, 5 and 6</b>	<b>Years 7, 8 and 9</b>
Sight words Counting Reading	Sight words/spelling Tables Reading	Spelling Tables Reading	Reading Subject specific assessment items
Maximum time <b>10 min/day</b>	Maximum time <b>20 min/day</b>	Maximum time <b>30 min/day</b>	Maximum time <b>60 min/day</b>
40 min/week	80 min/week	2 hrs/week	4 hrs/week

The suggestions above are a guide in determining the amount of set homework that our students might be expected to undertake.

We will consider students' other commitments when setting homework.

The predominant focus for homework is based on Reading. The expectation is that every student from Prep to Year 9 is reading every day.

We will use varied and challenging homework appropriate to students' learning needs. Homework can engage students in independent learning to complement work undertaken in class through:

- revision and critical reflection to consolidate learning (practising for mastery)
- applying knowledge and skills in new contexts (a topic of interest, an authentic local issue)
- pursuing knowledge individually and imaginatively (investigating, researching, writing, designing, making)
- preparing for forthcoming classroom learning (collecting relevant materials, items, information).

### **Responsibilities**

#### **Our Principal should:**

- develop our school homework policy, in consultation with our school community
- distribute our school homework policy through school website and appropriate handbooks
- ensure our homework policy is effectively implemented throughout the school.

#### **Our teachers should:**

- ensure our school's homework policy is implemented
- clearly communicate the purpose, benefits, and expectations of all homework
- check homework regularly and provide timely and useful feedback
- use homework that is varied, challenging, and directly related to class work and appropriate to students' learning needs
- explicitly teach strategies to develop organisational and time-management skills and provide opportunities to practise these strategies through homework
- give consideration to other academic and personal development activities (school-based or other) that students could be engaged in when setting homework
- discuss with parents/caregivers any developing problems concerning their child's homework and suggest strategies to assist with their homework.

#### **Our students can take responsibility for their own learning by:**

- being aware of our school's homework policy
- discussing with their parents/caregivers homework expectations
- accepting responsibility for the completion of homework tasks within set time frames
- following up on comments made by teachers
- seeking assistance when difficulties arise
- organising their time to manage home obligations, participation in physical activity and sports, recreational and cultural activities.

### The role of our parents/caregivers with homework

Through our Parents and Citizens' Association, our parents/caregivers have a key role in the continuing development of our school's homework policy. Our parents/caregivers can help their children by:

- reading to them, 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 the relevant teacher to discuss any concerns about the nature of homework and their child's approach to the homework.

### Implementing our Homework Policy

In developing our school's homework policy, our Principal may consider the Education (General Provisions) Regulation 2006 regarding Detention of Students for not completing homework; which allows for 20 minutes during lunch break or one-half hour after school.

Regular monitoring and collaboration among our teachers and the Parents and Citizens' Association will ensure consistent and effective implementation of the school homework policy.

# BOOKWORK POLICY

## Rationale

Clear expectations need to be established for students in relation to setting out their work in their books. Good modelling on how to set out written work ensures that students have pride in their work. Well-presented bookwork is a valuable aspect of the teaching and learning process.

## Years P-6

### PREP

- Books covered appropriately and clearly labelled
- Term 1 – encourage the use of pencil with a grip to begin with
- All writing in lead, colouring in colour
- No textas
- No margin
- Beginners Alphabet
- NO erasers except by teacher for “special work”
- Adult recording of short date at top of page
- No ruling off – children generally need a new page for new tasks
- Children are taught how to glue neatly – worksheets to fit neatly on the page

### Year ONE

- Books covered appropriately and clearly labelled
- No margin
- Beginners Alphabet style writing - introduce entries and exits
- Only writing between red and blue lines
- HB lead pencil only
- Use in consecutive order every page
- Mistakes deleted with a single line
- Teacher corrections in pen
- Working towards writing the date before starting work
- Students have two or three sharp pencils ready to use before school each day
- Date and name on all worksheets

### Year TWO

- Books covered appropriately and clearly labelled
- Handwriting appropriate to year level
- Date at the top of daily work
- Date and name on all worksheets
- Work from left to right, front to back on every page in the book unless otherwise directed
- Maths books to be folded and ruled down the centre
- Headings top centre of page and underlined with a ruler
- Rulers used for all lined work
- Maths work from left of page/column, two lines between each question, one number numeral per box
- Coloured pencils only to be used when colouring in books
- Red pen or pencil to be used for marking at teacher’s discretion
- Line space after date
- Margin in pencil, using wooden ruler as a guide
- Sharp HB pencils to be used
- Students have two or three sharp pencils ready to use before school each day

### **Year THREE**

- Books covered appropriately and clearly labelled
- Margin in pencil, using wooden ruler as a guide
- Date written in the margin
- Students write in pencil only
- Coloured pencils, crayons and textas are allowed when applicable with teacher permission
- Red pen or pencil to be used for marking
- Neat, tidy writing is expected
- Cursive exits and entries, beginning joins
- Headings top centre of page and underlined with a ruler
- Erasers are allowed
- Rulers are to be used for all line work
- Work ruled off when completed
- Work from left to right, front to back on every page in the book unless otherwise directed
- Maths books to be folded and ruled down the centre
- Maths work from left of page/column, two lines between each question, one number numeral per box
- Worksheets need to be pasted into workbooks or stored in a display folder (teacher decision)
- Students have two or three sharp pencils, ruler, eraser and marking pen ready to use before school each day

### **Years FOUR, FIVE and SIX**

- Books covered appropriately and clearly labelled
- Year 4: red and blue lines
- Year 5 and 6: blue lines
- Date to be included in margin
- Margin (preferably 2 cm) on every page and in pencil
- Date and name on all worksheets
- Writing in pencil only, coloured pencils and textas can be used with teacher's permission
- Red pen or pencil to be used for marking
- Neat, tidy writing is expected
- Cursive handwriting
- Pen licence up to teacher's discretion
- Headings top centre of page and underlined with a ruler
- Work ruled off when completed
- No textas in exercise books. Textas can be used on worksheets with teacher's permission
- All worksheets must be glued in book or stored in display folder
- Work from left to right, front to back on every page in the book unless otherwise directed
- Maths books to be folded and ruled down the centre
- Maths work from left of page/column, two lines between each question, one number numeral per box
- No whiteout permitted (use by teacher only) - eraser may be used with pencil
- Students have two or three sharp pencils, ruler, eraser and marking pen ready to go before school each day

## Years 7 - 9

- All bookwork and digital work must be available on request.
- Books are to be labelled with name, teacher and subject. **One book per subject** is required to ensure a minimum of a term's work can be recorded in it.
- Books and planners are to be maintained in good condition.
- No inappropriate writing or drawing (Graffiti) is allowed on or in books, planners or folders.
- All work must be neatly presented in blue or black pen or pencil.
- Substandard book work may be required to be re-done in student's own time.
- A left margin is required on all pages.
- All work, including handouts, must include a date.
- All work must be in order of completion.
- Rule off after each day's work.
- All work must have a heading either underlined or in a different coloured pen.
- Mistakes are to be corrected with a single line through the error or with an X. (Correction tape may be used but Liquid Paper is a prohibited item in our school.)
- Class work must be marked with a different coloured pen. When answers are discussed, use a tick or a cross, with corrections written into your book.
- Handouts and worksheets must be dated, trimmed and glued in.
- Unfinished or missing class work must be completed as soon as possible.

### **Electronic Document Policy**

- Font should ideally be 12 point and a reasonably plain serif typeface such as, Arial, Calibri, Times New Roman.
- Electronic documents must be clearly titled, dated and saved in two places:
  - a folder for each subject in your personal network storage (H:)
  - on an external storage device with folders organised in the same manner.
- You must still maintain a workbook for each subject which has all handouts, worksheets glued in and written work presented in it. This can be left in the classroom or come to class with you each day.

# DRESS CODE

## Dress Code Regulations

Under the Education Act 2006 the School Dress Code provides

- standards of what is acceptable in relation to clothing, including headwear and footwear
- standards of what is acceptable in relation to other aspects of the personal presentation of the students.

## Purpose of the Dress Code

The Yarraman P-9 State School community believes in having a school uniform that is selected, supported, and endorsed by the Parents and Citizens' Association. The Parents and Citizens' Association believe the dress code:

- promotes a sense of belonging and pride in the school and community
- gives the school a unique identity
- creates a sense of equity for the students
- is practical in its application to a wide range of physical activities
- ensures students observe health, safety, and decency standards
- eliminates competition for brand name and "fad" clothing and the wearing of inappropriate clothes and accessories.

## Implementation of the Dress Code

While it is expected that students will comply to the dress code the Principal may exempt students upon written request from the parent/caregiver. Grounds on which a parent/caregiver may seek exemption are:

- Religious, cultural, or ethnic
- Itinerant students
- Financial hardship
- Medical reasons supported by a doctor's statement

## Compliance Obligations

- 1 Any student not wearing full school uniform, on arrival at school, must report to the Administration where the student will change into a school uniform that is provided.
- 2 Parents/Caregivers will be contacted by letter if students persistently breach the school dress code. This may include a request for a meeting to resolve difficulties.
- 3 Parents/Caregivers are asked to contact the school if there are circumstances preventing students wearing the school uniform on a particular day.

Sanctions for continual non-compliance with the school dress code include preventing the student from attending or participating in any activity for which the student would have been representing the school.

## Uniforms

Uniforms can be purchased from The Yarraman P-9 State School Uniform Shop located in Room A10 of the school. The shop will be open every Tuesday, 8am – 9am. The shop will also be open the week before school starts. Please contact administration for further information regarding times and days.

### Uniform – Boys and Girls

- Yarraman P-9 State School bottle-green and gold polo shirt
- Yarraman P-9 State School bottle-green shorts or skorts (mid-thigh length for boys and girls)
- Yarraman Secondary School polo shirt
- Short white or grey socks
- Closed-in lace-up shoes
- Green bucket school hat. No caps are allowed.

### Winter Uniform for all students

- Bottle-green jumper/jacket or school spray jacket (bottle-green and gold)
- Bottle-green tracksuit pants

### Recommended Number of Uniforms

The school recommends that students have a minimum of two shirts and two shorts/skorts to allow for washing throughout the week.

### Jewellery

- A watch is allowed.
- Maximum of 2 sets of earrings, studs or sleepers are allowed. *\* Student Diary will indicate current Policy and Procedures*
  - Extra ear piercings that do not protrude need to be clear plastic blanks.
  - Piercings other than on the ear, such as lip rings, eye brow bars are not permitted.
  - Metal or coloured facial piercings are not permitted.
  - Ear stretchers and ear ring extensions are not permitted.
- Small discreet chain is allowed only if it is of religious significance and not visible.
- Small discreet flat ring for example, signet ring is allowed.

### Make-Up

- Make-up such as eye shadow, eye liner, mascara, foundation, bronzing powder, coloured lip gloss, lipstick etc and nail polish are NOT permitted and students will be required to remove it if they arrive at school wearing it.
- Clear lip balm is allowed.
- False nails are not permitted.

### Hair (All Students)

- Natural-looking colours only are allowed. (no unnatural colours eg blue, red, green, orange, pink)
- Hair which is shoulder length or longer needs to be tied up at all times.



### **Appropriate Footwear**

- All students from Prep to Year 9 are to wear closed-in lace-up shoes with substantial uppers at all times.
- Shoes must be worn to and from the pool and during all practical activities.
- Thongs and any form of sandals are not suitable footwear at any time in school grounds.
- Ballet style shoes are not allowed.

If students arrive at school without acceptable footwear, the parents/caregivers will be called and asked to bring appropriate footwear to the school.

### **Procedures for Inappropriate Uniform**

- Students not wearing the appropriate uniform will be required to do one of the following:
  - have the correct uniform brought to the school for them to change into
  - change into a clean loan uniform provided by the school office for the day
  - work at the office until compliant with the school uniform policy
- Students wearing make-up, nail polish and artificial nails will be expected to remove them.
- Students wearing excessive or non-compliant jewellery will be expected to remove the items and these may be confiscated and stored at the office for later return to student or parent/caregiver.
- Students with metal facial or coloured piercings will be required to either:
  - remove the metal facial piercing
  - cover up the metal facial piercing
  - replace the metal facial piercing with a clear plastic blank
  - work at the office until compliant with school uniform policy

New piercings need to be done at the beginning of long holiday periods to allow ample time for healing.

Continual refusal to follow the school uniform policy will result in an interview with parents/caregivers to remedy the situation.

### **What is not permitted**

- Inappropriate wording/pictures on any clothing (applies to free dress days and sports days)
- Any commercial logos
- Thongs, scuffs or ugg boots
- Any jewellery that dangles or protrudes, necklaces and bracelets
- Skivvies under school shirts (other than bottle green), flannelette shirts, beanies, jackets, and denim shorts
- Caps and visors

# MOBILE PHONE AND ELECTRONICS POLICY

## Rationale

The world in which we live today is part of the electronic age which brings with it remarkable new capabilities and a wide range of communication and electronic devices. It is certainly part of the lives of the next generation and has a significant role in their social and personal world. Part of their education needs to include the appropriate use and care for this valuable equipment. As a school, the ICT aspects of education are highly valued and care for this equipment is essential.

## Care of Personal Equipment at School

Parents/Caregivers and students need to be fully aware that the school takes **no responsibility** for any mobile phone or electronic equipment that is brought to school. The responsibility for the safety and care of this equipment rests fully with the student. While every endeavour will be made to provide reasonable security and safe-keeping of this equipment at school, the student is ultimately responsible. Students who wish to hand in their phones and electronic equipment for safe-keeping can do so at the office and collect these items at the end of the day.

## Use of Equipment at School

The use of mobile phones and electronic devices is not permitted within the grounds of Yarraman P-9 State School on school days.

Communication that results in upsetting other students will be considered **cyberbullying** and will be treated accordingly.

**Under no circumstances** are students to use devices to photograph other students at school.

Mobile phones and other electronic devices are to be **switched off** (not on silent, not on vibrate) and **out of sight** at all times during the school day. This includes time during breaks and time between classes when students may be moving to the next class.

## Consequences of Misuse

Any device that is not used according to the above guidelines will be **taken from the student** and **held at the office**. A record of this will be completed and a signature is required when the item is collected from the office. For the first offence, a student may collect the item. Subsequent offences will require a parent/caregiver to collect. Continuous breaches may result in further consequences. Refusal to hand over a device when requested will also have very serious consequences. A member of administration will be called and suspension may result.

## No Exceptions

There are **no** exceptions to the rule stating that **phones are off at Yarraman P-9 State School**. Students sometimes advise that they have a sick relative or similar event and need to be in contact with home. The school's position is that any **news needs to be communicated to the student through contact with the office** where students may speak to someone at home. Direct contact with the student without staff having prior knowledge may result in adding to the issue because staff are unaware of these circumstances.

What does this mean to parents/caregivers?

- 1 Negotiate with your child what items are to come to school. Parents/Caregivers have the initial say in this.
- 2 Determine whether your child will keep these items with them or hand them in to the office and use them only while in transit to and from school.
- 3 Ensure your child knows the correct use of this equipment at school. This will also be clearly outlined at school.
- 4 Support the measures taken by the school to ensure the equipment is used appropriately.

Support the school by having consequences at home for inappropriate behaviour at school. Some parents/caregivers may consider a delay in collecting the confiscated equipment as the consequence they have for this non-compliant behaviour.

## PROHIBITED AND BANNED ITEMS

**Prohibited items** are those items prohibited by State Law: drugs, alcohol, cigarettes, lighters and matches, pornographic material etc., and any potentially dangerous items for example, weapons, sharp objects.

Bringing prohibited items to school will result in suspension and/or exclusion and possible referral to the Queensland Police Service.

### Banned Items

- Nikko pens, Sharpies, permanent markers, and similar items
- White Out, Liquid Paper (correction tape is acceptable)
- Nail Polish, Make up
- Chewing gum, bubble gum
- Cameras and video cameras
- Fluorescent ballpoint pens producing ink that is near impossible to read
- Aerosol cans, spray cans (deodorant, paint, etc...)
- Hand-held computer games, iPads, tablets, radios, iPods, mobile phones
- Soft drinks and cordials

Banned items that are confiscated from students during the day can be collected after school on the first instance only for that year.

Banned items that are confiscated on second and subsequent occasions are to be collected by a parent/caregiver at their convenience.

## COMPUTER NETWORK STUDENT USE POLICY AND RULES

After enrolling, each student will be issued with a username and password to access the system. Students should ensure that their passwords are kept confidential and not given to anyone else to use. Allowing others to use their username and password means that the student may be blamed for anything the other person does. That person will also have access to the student's printing credit and may be adding to the student's internet download quota.

Students are issued with \$5 printing credit after full payment of school fees. Print jobs are automatically charged at the rate of 10c per sheet. Further printing credit can be purchased from the office. This system has created a drastic reduction in non-essential printing and therefore a reduction in printing costs.

Internet and email use is controlled and monitored. An initial 5 MB (megabytes) of download is applied to all students with a further 120 MB applied after full payment of school fees. The total of 125 MB download has been calculated to be ample for a student's yearly educational, research and email usage.

The school network is part of a government network and is therefore subject to appropriate use. Students who abuse the network by downloading or accessing inappropriate material on the internet, sending inappropriate material or using offensive language in emails, interfering with computer equipment or files that they do not own or have permission to access, and/or loading software without permission will be subject to disciplinary action. This may result in exclusion from the email system, the internet, or the computer network for a period of time. Any such exclusion will not be considered as an excuse for not completing assignments or class work on time. An inability to access printing or the internet due to non-payment of school fees is also not considered as an excuse for not completing assignments or class work on time.

Software from home is not to be loaded on any computer. Students who wish to take assignments to or from home are expected to purchase a USB memory stick for this purpose.

Included in the enrolment package is a student licence to use the internet. Parents/Caregivers and students are required to read and sign this form. Access to the internet and email systems will not be granted until this form is signed, dated, and returned.

## SECONDARY STUDENT RESOURCE SCHEME

Yarraman P-9 State School manages the Secondary Student Resource Scheme for Years 7 to 9 students endorsed by the Parents and Citizens' Association, with the main objective being to ensure that all students have the necessary resources for their education, and to save parents/caregivers money.

In return for a yearly fee of \$250, **Year 7, Year 8 and Year 9** students receive:

- textbooks and class sets
- reproduced (photocopying and printing) of worksheets and teacher-prepared material which complement the C2C\*
- for Industrial Design and Technology: woodwork and workshop materials, workshop tools and personal protective equipment
- for The Arts: canvases, paints and acrylics
- for LOTE: craft and food required for cultural activities during class time
- for Home Economics: pantry ingredients and personal protective equipment
- for Science: consumables and materials
- Student ID card
- Student Diary
- School Yearbook – 1 per student
- Software licences to online subscriptions

\*Our school implements the Australian Curriculum (C2C) across all Key Learning Areas. This means many teaching resources are needed to be printed rather than using textbooks.

The scheme provides this package for a set fee. It is not available in part. Items specifically excluded from the Scheme include:

- stationery items (see class book list)
- school activities that enhance the Curriculum such as Arts Council performances
- extra curricula activities such as selected camps, cattle club and enrichment activities

**The Government Textbook and Resource Allowance supports the scheme. These Allowances are for students in Years 7 - 9.**

The following conditions apply to the scheme:

- Students will supply their own personal requirements as outlined in the book list.
- Books issued to students are to be kept in good condition.
- Students may be responsible for up to the full cost of books that are negligently damaged or lost before any further resources can be borrowed.
- The school should be immediately notified of the loss of any book borrowed.
- All textbooks provided under the scheme remain the property of the scheme and must be returned to the Resource Centre when a student leaves or at the end of the school year.

- All scheme monies received by the school on behalf of the Parents and Citizens' Association will be banked in the school's general account, which is subject to annual audit.
- If a student commences at the school after first term, the fee is reduced on a pro-rata basis.
- If a student leaves the school having paid the fee, a pro-rata refund will be made based on a 40-week year. The refund is based on the full fee being Government Allowance and parent/caregiver fee, less the cost of consumed materials and/or the cost of replacing lost or damaged textbooks.
- Books and resources provided under the scheme cannot be issued to students whose parents/caregivers choose not to participate.

The Principal may refuse to admit a student to the scheme if there are hire payments overdue from the previous year.

Participation in the scheme is voluntary, and those parents/caregivers who join the scheme are required to pay a fee in return for their child to access materials and resources managed by the scheme. **Please note – if you choose not to participate in the scheme, you will be required to provide all the listed items yourself.**

All parents/caregivers, regardless of joining the scheme or not, will need to sign the Student Resource Scheme Participation Agreement Form indicating that the Terms and Conditions have been read.

The Secondary Student Resource Scheme is discussed with the Parents and Citizens' Association. The benefits to parents/caregivers are:

- the reduced costs associated with purchasing expensive textbooks which may only be used for a period of time
- the fee paid is significantly less than a family purchasing all the required texts
- the convenience of the school sourcing appropriate textbooks and purchasing the resources on behalf of the parents/caregivers.

Please sign the Student Resource Scheme form included in the Additional Forms for Enrolment Booklet.

Our payment methods are:

- Qkr! See information on page 28 and 29
- BPOINT. Just enter your details and make payments online. It is available for you to make card payments from your home computer or your smartphone. All the information required to make a BPOINT payment is available on your invoice and statement. Please visit [www.bpoint.com.au/payments/dete](http://www.bpoint.com.au/payments/dete)
- Centrepay
- Full payment made by cash, cheque, EFT or credit card
- Payment plan options for those with hardship difficulties

Students will not be able to take home their projects until fees have been paid in full.

Statements of outstanding fees are mailed at the end of the month. Outstanding fees remain with the student until they leave the school.

**Activities that do not have assessment requirements for example, rewards excursions, dances, camp, extra curricula activities, cannot be attended unless all fees are paid in full.**

Please see our Business Manager to arrange a payment plan.

*Parents/Caregivers experiencing financial difficulty:*

Please contact the Principal/Business Manager so that special arrangements can be made. All discussions will be held in confidence.

Year Level	Total Fee	LESS Government Textbook Allowance	You Pay
Years 7 - 9	Approx. \$380	Approx. \$123	<b>\$250</b>

## PRIMARY VOLUNTARY CONTRIBUTION

The Primary Voluntary Contribution of \$30 helps Yarraman P-9 State School provide resources in the **Primary School** as follows:

- art consumables
- reproducing (photocopying and printing) of worksheets and teacher-prepared material which complement the C2C\*
- School Yearbook – 1 per student
- software licences to online subscriptions for example, Reading Eggs, Mathletics, Study Ladder, Accelerated reading program

\*Our school implements the Australian Curriculum (C2C) across all Key Learning Areas. This means many teaching resources are needed to be printed rather than using textbooks.

***NOTE: If you do not wish to be part of the voluntary contribution, the School Yearbook may be purchased for \$15 at the end of the year.***

Thank you in advance for your continued support.



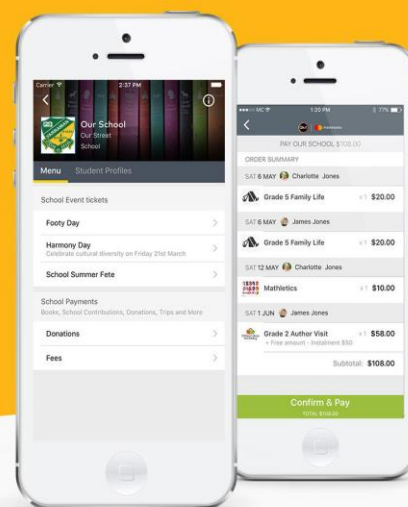
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For quicker, hassle-free school payments, try Qkr! today

Introducing Qkr! (pronounced 'quicker') by Mastercard, the secure and easy way to order and pay for school items from your phone at a time and place that suits you.

With Qkr you can:

- Pay for a variety of school items;
- See your receipts on the app and get them sent by email if required.



Getting started is easy - try it yourself today

### Step 1 Download Qkr!

on your Android phone or iPhone. iPad users can download iPhone app



### Step 2 Register

Select your Country of Residence as 'Australia' and follow the steps to register

### Step 3 Find our school

Our school will appear in 'Nearby Locations' if you're within 10kms of the school, or search for our school by name.

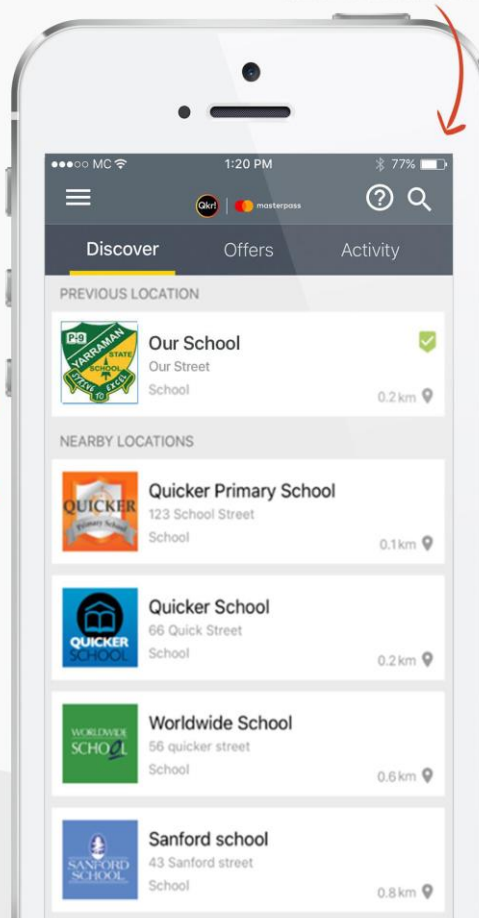
### Step 4 Register your children

When first accessing our school you will be prompted to add a student profile for your child. This allows you to make orders and payments for them.

If you have made a purchase you can select our school from 'Previous Location'

If you're within 10 kms of the school, you can select our school from 'Nearby Locations'

Search for our school name



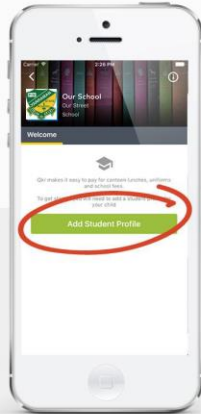




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## Add your children's details in Student Profiles

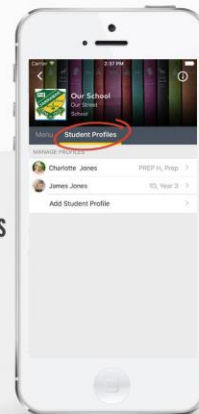
Select  
'Add student profile'



Add each  
child's details

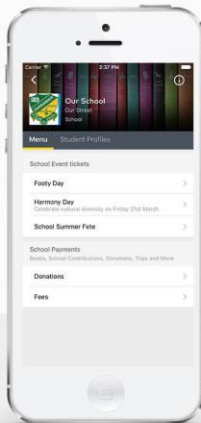


Manage each  
child's details in  
Student Profiles

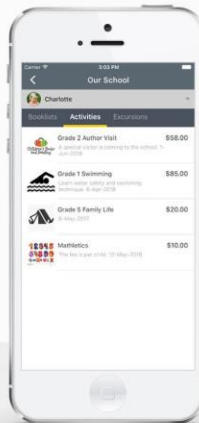


## Purchase school items

Select a menu  
from our school

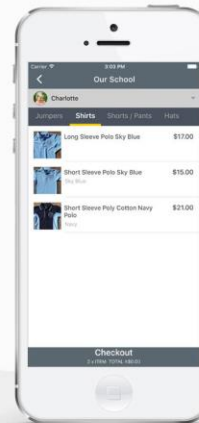


Select child  
you are  
ordering for



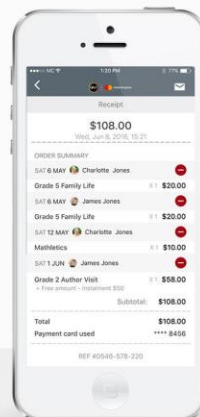
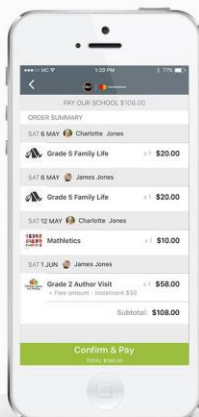
Select your items

Tap 'Checkout'  
then confirm and pay



## Making payments

Add up to 5 cards to your wallet



At checkout select which card to  
pay with.

Pay with any cards accepted  
by the school.

Once your payment is approved you  
can continue to the home page, or  
view your receipt.

## FIELD TRIPS, EXCURSIONS AND CAMPS

Field trips, excursions and camps are organised in order to extend student development in:

- Specific subject studies
- General knowledge and understanding
- Personal Development and Career related experiences.

### Dress

- Full school uniform is to be worn.
- Sensible casual clothes are to be worn whilst students attend school camps.
- Relevant safety dress may need to be provided by students in some situations.

A letter outlining the activity's details, costs, itinerary and a parental consent form is always sent home for signing. It will indicate the dress standard required, catering, transport and any specific expectations for that activity.

Student Resource Scheme monies must also be up to date or a payment plan maintained before being able to attend this activity. Monies paid will be refunded only in cases of inability to attend due to illness, bereavement or exceptional personal circumstances. Private commitments, changing one's mind concerning participation or similar circumstances are not adequate reasons to seek refunds. Ideally, a decision will be made one week prior to an excursion about viability.

## REFUND GUIDELINES FOR EXCURSIONS AND CAMPS

At Yarraman P-9 State School we are committed to providing a safe and supportive learning environment for students, staff, and volunteers. This commitment includes the health and safety of staff and students when conducting curriculum activities in the school or in other locations.

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.

State Schools can charge a fee for:

- an educational service including materials and consumables not defined as instruction, administration, and facilities for the education of the students
- an educational service purchased from a provider other than the school where the provider charges the school
- a specialised educational program.

A school fee is directed to the purpose for which it is charged. School fees for excursions and camps are calculated on a cost recovery only basis, according to the number of students who have indicated their attendance. Participation of students in an excursion or camp is indicated through payment of the excursion or camp fee and provision of a permission form completed by the parent/caregiver.

As the school budget cannot meet any shortfalls in funding for an excursion or camp due to the subsequent non-participation of a student who had previously indicated attendance of the activity, fees already paid for an excursion or school camp may be refunded in full or in part or not at all, having regard to the associated expenses incurred and the circumstances of the non-participation.

If a parent/caregiver wishes to apply for a refund due to their child's non-participation in an excursion or camp activity, they may do so by completing a Request for Refund form available from the school office. Where possible, the request should include the receipt relating to the payment for which a refund is being sought. 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.

## MONEY SENT TO SCHOOL

Any money sent to school **MUST** be in an envelope showing:

- your child's name
- the purpose of the money
- how much money is included

Money/forms can be deposited in the collection box in the office foyer. **Please ensure correct money is sent so that change will not be necessary.**

## SCHOOL BANKING

In conjunction with the Parents and Citizens' Association, Bendigo Bank will provide a banking service for our students.

To open an account please see our local branch and they will give you the appropriate forms to complete. Parents/Caregivers will need a driver's licence or similar as ID. The Parents and Citizens' Association will receive \$10 for every account that is opened. Your students will have the opportunity to bank every fortnight on Thursdays (even weeks).

## SPORTING SCHOOLS PROGRAM

This is an exciting program for our students as it provides activities on one afternoon per week. The Sporting Schools Program is an Australian Government funded program run by the Australian Sport Commission. It is fun, free, and safe and is available to our students in primary school. Permission forms are issued at the beginning of each term.

# LIBRARY SERVICES AND STUDENT INFORMATION

## Borrowing Details

Students can commence borrowing once their enrolment has been activated via administrative services.

## Loans

Prep to Year 2 students are only permitted to borrow one book at a time.

Years 3 - 6 students may borrow two books at a time.

**Primary students are ineligible to borrow from Senior Fiction section.**

Secondary students can borrow three or more items, however certain requirements may be imposed.

Generally, most student loans are for a two-week period except for **Junior Fiction** items which are strictly seven days.

Students can have their loans extended if the item has not been placed on the reservation list.

## Restricted Borrowing

Students who regularly accrue overdue or lost inter-library loans on their record, or who have failed to collect previously ordered material are not permitted to request further loans until the matter has been resolved.

## Student Transfer

Students who are transferring need to ensure all school resources are returned before leaving.

## Inter-Library Loans

Our school does participate in Inter-Library Loans services however, strict conditions do apply. Currently, this service is only available to Teaching Staff and secondary students. Please see the Library Officer for further information.

Library staff are happy to place requests for items not held in our school collection, from a network of regional and state libraries. However, inter-library loans can take up to 14 days to arrive so it is crucial that orders are placed in advance.

NOTE: The borrower is held responsible for loss, damage, late fees, or other charges incurred through inter-library loans.

## Library Collection

Reference books (Library use only)

Multi-aged fiction resources

- Junior fiction
- Young fiction
- Popular fiction
- Senior fiction

There is a wide selection of non-fiction items covering a broad range of topics.

## **Loss or Damage**

Students are responsible for all items they borrow and will be required to pay for or purchase a replacement copy for lost or damaged library resources.

## **General Book Care**

**All students** must have a waterproof library bag/folder. Plastic bags will suffice but are not recommended.

- Where possible store library books away from lunch boxes, drink bottles and swimming gear. Keep books in a separate compartment of your school bag.
- Check that your hands are clean when handling books.
- Do not consume food or drinks while reading library books.
- Do not leave books in direct sunlight or allow contact with a heat source.
- Please ensure supervision with younger children to prevent items being damaged.

## **Library Events**

Scheduled special events may occur throughout the year. Information about these events will be advertised in the school newsletter.

## **When can I access the Library?**

The library is usually open during first and second break and after school. Students also have access to the library during individual class borrowing times.

## EDUCATIONAL NEEDS

As many students and families have unique needs we offer the services of the following support staff:

- School Nurse
- Guidance Officer
- Chaplain
- Behaviour Support Teacher
- Speech Language Pathologist
- Support Teacher (Literacy/Numeracy)
- Hearing Impairment Advisory Visiting Teacher
- Speech Language Impairment Advisory Visiting Teacher
- Physical Impairment Advisory Visiting Teacher
- Intellectual Impairment Advisory Visiting Teacher
- CTC Youth Worker
- ASD Coach
- Inclusion Teacher
- Head of Special Education

Children may be referred to these services by teachers, administrators or by parent/caregiver request during the year. Please be supportive if your child's teacher approaches you as we are all here with the child's best interests at heart. Please introduce yourself to your child's teacher. We do seek to develop productive partnerships that will enhance learning. We have an **'open door'** policy and your involvement is encouraged.

## BIRTHDAYS AND OTHER CELEBRATIONS

Everyone loves a birthday and other special celebrations, as these are wonderful ways to build understanding about each other. Your child may bring a birthday cake to class to share with the children if you wish. Please discuss this with your child's teacher beforehand.

## SCHOOL CHAPLAIN

The Chaplain at Yarraman P-9 State School will model unconditional care for and acceptance of all members of the school community. Together with other support staff, the Chaplain will help students to find better ways to deal with emotional issues, offering a listening ear for all students, staff, and parents/caregivers.

At all times, the Chaplain will work within the policies of the school and at the direction of the Principal, always being guided by Professional Standards. The Chaplain will be involved in ongoing professional development and Scripture Union Qld staff training, upholding the values of SU Qld.

### General Activities in the Life of the School

The Chaplain may:

- help students in class activities when invited by class teachers
- participate in school camps, excursions, sports days, speech nights, assemblies and school committees
- facilitate groups, events, and activities with voluntary student participation, including lunchtime groups and breakfast club
- visit students who are absent from school (hospital visitation or bereavement)
- lead public prayer at formal school functions
- have conversations about God and faith where permission has been given by parents/caregivers
- participate in Life Skills/Personal Development programs
- provide playtime activities for students
- work especially with at-risk and marginalised students, running social/emotional programs where appropriate
- provide resource support for teachers.

The Chaplain will not be required to do all the above but may, from time to time, participate in these activities as required by the school.

### Pastoral Care

- pastoral care of students, staff and families
- being a friend, one who listens, encourages, and enables people to face challenges and problems
- praying for the school community
- working alongside other support staff

## Community Networking

The Chaplain may

- network with support services, local Christian churches and other agencies and organisations in the local community to provide a broad range of support services to the school community
- network with and coordinate involvement in the school by external Christian programs and organisations.

## Relationship between local churches and the School

- liaise between the school and local Christian churches
- regular visits to local Christian churches
- communicate with conviction Bible-based Christian messages in local churches
- connect students with local Christian churches with permission from parents/caregivers
- publish a regular newsletter for distribution to local Christian churches and Chaplaincy supporters
- help with fundraising for chaplaincy

## Support and Nurture of Christian students

The Chaplain may facilitate Christian activities on the school campus with voluntary student participation.

## Religious Education: Right of Entry

An SU Qld Chaplain may be invited to be involved in a school's Religious Education (RE) program. In this event, the Chaplain participates in the RE program as a representative of a local church, not as an SU Qld Chaplain.



## PREP INFORMATION

Welcome to our Prep students and parents. This is an exciting time for you and your child as their educational journey begins at Yarraman P-9 State School.

Your child will be developing skills and knowledge through play activities and learning experiences including:

- Listening to, responding to and giving directions
- Understanding and using language to group, sort and describe objects and to communicate ideas, feelings and needs
- Developing literacy and numeracy through a range of learning contexts
- Becoming independent thinkers and problem solvers
- Learning how to cooperate with others
- Developing motor coordination skills

### PREP HOURS

Prep hours will be the same as the rest of the school with the day commencing at 8.45 am and finishing at 2.45 pm. On special occasions there may be altered hours to suit an excursion or event. Prior notice will be given to all parents if this is to occur. The classroom is open from 8.30 am for students and parents.

Please be punctual when bringing your child to Prep. If they are late arriving they may miss important group time where explanations are given and learning experiences are explained. Prep children should be collected from the classroom promptly at 2.45 pm. Children can become worried very quickly if their friends have left Prep and they are still waiting to be collected.

### WHAT TO WEAR

- Our Prep uniform is the same as the rest of the school.
- Closed in shoes suitable for indoor and outdoor play. **Velcro or slip-on** shoes are recommended so that your child can independently remove and replace them.

### TOYS

While we do not wish to dampen your child's enthusiasm, we would appreciate if toys brought from home were limited to those received on a special occasion, for example, their birthday. Treasures can be lost or broken so they are best left at home.

### TRAVEL TO AND FROM PREP

Children must be brought to and collected from school by a responsible adult known to the teacher. If at any time you arrange for someone else to collect your child, please inform the teacher of the arrangement. Parents should accompany their child to and from the prep room.

## **LEARNING IN THE PREP YEAR**

The Prep Curriculum is used to determine curriculum content for English, Maths, History and Geography. All Prep students experience a curriculum that aligns with other Prep classes, in Queensland and Australia.

The Prep program allows children's interests to be developed and extended according to their individual needs on a daily basis.

### ***A day at Prep can include these things:***

- Group times
- Shared reading and computer times
- Indoor and outdoor activities
- Library borrowing
- Large and small group work
- SEL programs
- PE/Music
- Life Skills
- English and Maths sessions
- Geography
- Sharing Time
- History

### ***What will my child learn?***

The learning experiences in the Prep Year will help your child to:

- Take on responsibilities
- Develop their oral language
- Become more independent
- Develop early mathematical undertakings
- Respect other people
- Learn how to be thinkers and problem solvers
- Cooperate with others
- Use their imagination and creativity
- Make sensible choices about their health and safety
- Develop their early literacy understandings
- Learn about their environment
- Develop their physical skills

## HANDWRITING

Give your child an advantage by providing the correct model when writing his/her name. For example, use a capital letter only for the first letter of their name and not capitals for all the letters.

*John*      *not*      *JOHN*

Young children must learn to write in lower case first. Methods of writing the letters of the alphabet have changed since parents were at school. It is easier if your child learns the correct form of the letters rather than something that has to be relearned once they are at school.

*An example of QBeginners Cursive:*

*Aa Bb Cc Dd Ee Ff Gg Hh Ii Jj Kk Ll Mm Nn Oo Pp Qq Rr Ss Tt Uu Vv Ww Xx Yy Zz*

## PARENTS IN PREP

***We love having parent helpers!!!!***

Parents play an important and valued role in the education of their child and so we welcome parents becoming involved in our Prep program. There will be a calendar available for you to write your name against a day that suits you to come and if you are able to do that in advance it greatly assists our planning. Coming on roster will help you get to know the types of activities your child enjoys at school and it will also help you get to know your child's friends.

Parents are encouraged to volunteer in whatever way they are able

- ❖ Spend a day at Prep and see what happens
- ❖ Read the noticeboard and newsletters to stay informed
- ❖ Share hobbies and skills, interests or expertise you may have with the children, for example, playing an instrument, pottery, carpentry, cooking etc.
- ❖ Start collecting materials that we may use including:  
cardboard, paper, cards, magazines, wrapping paper, foil, cellophane, crepe paper, cylinders, string, lace, ribbon, wool, buttons, material scraps, grocery bags, boxes, bottle tops, envelopes, soft woods, corks, cotton reels, vinyl, sandpaper, plastic containers and anything else that you may think is useful.

## WHEN VISITING PREP

When you sign on for parent roster at Prep we want you to enjoy the day with your child. Please move among all the children during our activities throughout the day. When children approach adults it is important that we listen and communicate. Remember that children learn through doing and not having things done for them. Ask them lots of questions (For example, 'Tell me about your picture' instead of "What is it?") and be prepared to answer many questions as well.