Parent Information Handbook

Address: 22 Caplick Way, Eumundi Qld 4562
Telephone (07) 54726333  Fax: (07) 54726300
Email: admin@eumundiss.eq.edu.au
Web address: www.eumundiss.eq.edu.au
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Tuckshop
OFFICE HOURS: 8:00am to 3:30pm Monday to Friday
FIRST BELL: 8:40am
SCHOOL STARTS: 8:45am
MORNING TEA: 10:50am to 11:30 am
LUNCH: 12:50pm to 1:25 pm
SCHOOL FINISHES: 2:50pm

It is VERY IMPORTANT that Contact information is kept up to date so that parents can be contacted quickly in an emergency situation.

Please advise our office staff of any changes to personal details, such as:
- If you change your address
- If you change your telephone and or mobile number
- If you change your email
- If there is a change in other emergency contacts
- If any significant changes occur with your child’s health
- If you feel we should know of any other changes which concern your child

SCHOOL CALENDAR 2017

<table>
<thead>
<tr>
<th></th>
<th>Dates</th>
<th>Length</th>
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<tbody>
<tr>
<td>Term 1</td>
<td>Monday 23 January - Friday 31 March</td>
<td>10 weeks</td>
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<tr>
<td>Term 2</td>
<td>Tuesday 18 April - Friday 23 June</td>
<td>10 weeks</td>
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<tr>
<td>Term 3</td>
<td>Monday 10 July - Friday 15 September</td>
<td>10 weeks</td>
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<tr>
<td>Term 4</td>
<td>Tuesday 03 October - Friday 08 December</td>
<td>10 weeks</td>
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- Australia Day Holiday: Thursday 26 January
- Anzac Day: Tuesday 25 April
- Labor Day: Monday 01 May
- Nambour Show Holiday: Friday 16 June
- Queen’s Birthday Holiday: Monday 02 October
Welcome to our school: a school renowned for its academic achievements, strong discipline and focus on the growth and development of every child. At Eumundi we see each child as an individual.

Eumundi State School is a State Primary School in the Noosa hinterland in the northern area of Queensland’s Sunshine Coast. Our total school enrolment is approximately 620 students. Our students are drawn from areas around Eumundi as well as from the Eumundi Township itself.

The school caters for students from Prep to Year 6 and offers a comprehensive and responsive curriculum based on an inquiry approach. This approach aims to stimulate each child’s curiosity and creativity culminating in a love of learning, active citizenship and the development of responsibility and self-discipline which are integral to our schools supportive caring environment.

At our school we provide a positive, supportive and encouraging learning environment which will assist each child to develop to their fullest potential academically, physically, socially and emotionally, while also developing in each a recognition of the needs and rights of others.

Parents are encouraged to visit the school frequently and to become involved where possible in the school’s programs and activities. We welcome parents as educational partners and trust that children find their time at Eumundi rewarding and enjoyable.

At Eumundi State School we are committed to maximizing the potential of each individual child and to fostering an enthusiastic attitude towards lifelong learning. Our School Motto “While We Live We Grow” reinforces our belief that learning continues throughout life’s journey.

KEY LEARNING AREAS
Our school curriculum includes the following key learning areas and is structured to ensure focused teaching in the areas of English, Mathematics and Science.

- English
- Mathematics
- Science
- Geography
- History
- LOTE - Italian
- The Arts
- Technology
- Health and Physical Education

Specialist teachers of Italian, Music and Physical Education visit the school weekly to conduct lessons and to assist teachers in these subjects.

Our school curriculum programs are developed using the Australian Curriculum Education Queensland’s P-12 Curriculum Framework. Learning outcomes are described as what students know and what they can do, and are the result of genuine learning, in authentic contexts, over a period of time. Opportunities are provided for learners to demonstrate what they know and can do.
BOOKLISTS
A list of stationery and books that children require is provided to parents at the end of each year for the following year, or to new students upon enrolment. Parents are asked to note that replacement of many stationery items and books will be necessary during the year as the initial supply is used up, lost or damaged. Booklists are available from the office or school website. While resources can be purchased at any supplier, the Tewantin Newsagency is the preferred supplier. Booklists can be accessed online at www.eumundiss.eq.edu.au.

COMPUTERS FOR LEARNING - ICT
Our school is well equipped with computers and digital technology. All of our class computers are connected to our school curriculum server which allows access to the internet. In addition, we have a multi-media facility located in our Learning and Discovery Centre.

At Eumundi the computer is viewed as a valuable learning tool, and students are instructed in how to make effective use of available hardware and software resources. A school-based program of skills and application of these skills has been developed and is implemented across the school from Prep to Year 6.

Parents are required to give formal permission for their children to use the Internet before access is allowed. This is done on the permission form at enrolment.

EXCURSIONS AND CULTURAL ACTIVITIES
From time-to-time during the year, the school may undertake educational excursions so that the students may acquire a variety of experiences outside the classroom. Students normally travel by bus or in some cases by private transport.

Payment is to be made between 8:00am and 3:00pm at the office. EFTPOS facilities are available. When paying cash, please enclose correct money as the office does not carry change.

Parental Permission and Medical Information is required for all excursions. Students going on excursions must meet the school’s requirements concerning appropriate dress. Students’ inclusion in excursions is subject to acceptable behaviour up to and including the day of the outing.

Because of booking requirements for buses, the time and date for money to be returned to school for payment as stated on the information letter sent home cannot be extended.

EXTRA-CURRICULAR ACTIVITIES
The school provides additional activities throughout the year. These are subject to availability of personnel and expertise to conduct these activities. They are sometimes linked to major events in the wider community. Other activities are provided as focused programs with the aim of using teacher, parent and community expertise to offer activities that let students gain skills in various fields and areas of interest. The school newsletter and class notices will at various times provide information and seek support.

External providers offer a variety of after school activities. The school newsletter provides details of these to parents.
ENVIRONMENT CENTRE/SCIENCE
Eumundi State School is fortunate to have its own Environmental Centre, situated at the bottom of the school to enable the outside gardens, chook pens and worm farms to be used as an integrated outside classroom. Mr Jon Gemmell, our passionate Science teacher, who also has Permaculture Design Certificate, is a keen gardener and permaculture principles into the curriculum delivery.

Jon and the P-6 classroom teachers are able to use the facilities in the Enviro Centre as well as each class having a whole day to learn all things Environment! Parents are invited to join in on the rotation lessons and help out on working bees. On these days the students utilise the garden, kitchen, chicken coop and worm farm. This is all leading towards a STEAM/STEM (Science, Technology, Engineering, Art, Maths) program for the school.

HOMEWORK
Students in all classes are given homework on a weekly or daily basis. Set homework is generally revision of content covered during the week. Assignments which children can research and complete over several weeks may be set for older children. Homework is monitored carefully and is expected to be completed on time. If you or your child experience problems with any aspect of homework, we encourage you to contact your child’s teacher and discuss the matter with them. For years 1-6 homework is sent home every Friday and is to be returned the following Thursday.

Homework provides students with opportunities to consolidate their classroom learning, pattern behavior for lifelong learning beyond the classroom and involve family members in their learning. The setting of homework takes into account the need for students to have a balanced lifestyle. This includes sufficient time for family, recreation, cultural pursuits and employment where appropriate.

Homework that enhances student learning:
· Is purposeful and relevant to student needs
· Is appropriate to the phase of learning (early, middle and senior)
· Is appropriate to the capability of the student
· Develops the student’s independence as a learner
· Is varied, challenging and clearly related to class work
· Allows for student commitment to recreational, employment, family and cultural activities.

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 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.
In years 1, 2 and 3, set homework could be up to but generally not more than 1 hour per week.
In the middle phase (Year 4 to Year 9) some homework can be completed daily or over a weekly or fortnightly period and may:
· Include daily independent reading
· Be coordinated across different subject areas
- Include extension of class work, projects and research
Homework in Year 4 and Year 5 could be up to but generally not more than 2-3 hours per week.
Homework in Year 6 and Year 7 could be up to but generally not more than 3-4 hours per week.

**LEARNING & DISCOVERY CENTRE**
Our school has a well-equipped Library Resource Centre. The school gives high priority to the development of resource based learning by students through the Learning and Discovery Centre. Students are also encouraged to borrow books for home reading.

**MUSIC**
Our school is proud of the achievements and participation of our students in music. A music teacher conducts a weekly lesson with each class as part of the regular school curriculum. Keyboard skills are a component of the playing, singing, listening and creating elements within the Education Queensland Arts Syllabus.

An Instrumental Music Teacher visits the school each week to instruct selected students from Years 4 to 6 in the playing of brass, woodwind and percussion instruments leading to ensemble playing and acceptance into the school band which plays regularly for their peers and parents.

**PHYSICAL EDUCATION AND SPORT**
A Physical Education Teacher conducts weekly lessons with each class as part of the regular school curriculum. In Term 4 students in Years 1-3 participate in swimming lessons at the Eumundi Aquatic Centre. Students in Years 5 and 6 also participate in a Surf Awareness Program at Noosa Main Beach during Term 4.

A range of sports are offered to students throughout the year. All students participate in our school inter-house swimming, cross-country and athletics carnivals. Many of our students are then selected to represent the school at district, regional and state levels in a variety of athletics and sporting events. Years 5 and 6 students participate in Interschool Sport and Year 3-6 students are encouraged to participate in Inter-house sport activities throughout the year.

**RELIGIOUS INSTRUCTION**
Government policy allows for accredited representatives from local churches to attend the school to conduct weekly Religious Instruction (RI) lessons with students. At Eumundi we operate an ecumenical co-operative (combined religions) program for Yr 1-6 students for a half-hour weekly RI lesson. The lessons are conducted by volunteer representatives from local churches and follow a prescribed program. Students who do not participate in RI will work in an adjoining classroom under the supervision of a class teacher. Any change in participation, must be advised by completing a form available from the office. Prep classes do not participate in religious instruction.
RESOURCE FEE
The purpose of the scheme is to provide the parent/caregiver with a cost effective more economical alternative to purchasing required resources and consumables through reduced prices gained from the school’s bulk purchasing processes. The provision of this scheme ensures that well-resourced learning by our students remains our key focus.

PREP TO YEAR 6 - $70 per child
1. Equipment and resources to support literacy and numeracy activities
2. Reproduced worksheets and teacher prepared material which complement and/or substitute textbooks
3. Student material used for classroom projects
4. Student and subject resources where the core curriculum is extended through provision of practical learning experiences and materials eg: art and craft supplies, cooking materials, science materials and computer software
5. Online digital resources to support all areas of the curriculum eg. Reading Eggs

STUDENTS WITH SPECIAL NEEDS
We recognise and support three broad groups of special needs children: those with learning difficulties, those with low incidence disabilities (vision impaired, hearing impaired, physically impaired, speech/language impaired, intellectually impaired), and those who are gifted and talented.

The school is resourced with two Learning Support Teachers and two Disability Support Teachers. These teachers assist children who are experiencing learning disabilities and difficulties. The Learning Support Teachers also co-ordinate support programs such as Mini-Lit and Connect. Children experiencing social or behavioural problems may be referred to the school Chaplain, our Guidance Officer or other appropriate special services visiting staff who will be able to provide assistance.

Children who are identified as gifted and talented are also catered for by the provision of enrichment programs within their own class, or within specially organised programs in the KLA’s of English (Years 2-6) and Mathematics (Year 1-6). Identified gifted and talented children also have opportunities to participate in activities and competitions conducted both on and off campus.
ATTENDANCE  ABSENCE LINE 54 726 360

Good attendance, punctuality and success at school go hand-in-hand. It is expected that students who are absent from school will catch up on work they have missed. Students should only be absent from school because of illness or emergent situations. Please contact the office by phone to provide an explanation on the day. You may receive an absent text to remind you when your child is absent.

If a student is likely to be absent for 3 or more school days, please telephone the school and inform us of the circumstances of the absence. A written note should still be sent with the student when he/she returns to school. Parents will be contacted by the school should their child be absent without explanation.

If your child / children have to leave the school before 2:35pm, they must be collected from the Office. An authorised adult MUST sign them out via the office. (Children cannot be collected elsewhere).

If schoolwork is required please make prior arrangements with the teacher giving suitable notice. Appointments should be made out of school time.

Exemptions from Compulsory Schooling and Compulsory Participation

Situations where an application for 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.
ACCIDENTS AND SICK CHILDREN
Every effort is made to ensure the safety of all children. In the event of your child having an accident/injury at school that requires immediate medical attention, parents are contacted. If necessary, an ambulance will be called.

When children become sick and unable to participate in the school program, parents will be contacted and asked to collect the child. All head injuries will be reported to parents who will then be required to advise their preferred course of action. School staff are not permitted to issue Panadol or other over the counter analgesics to children for minor ailments.

ANIMALS
Family pets - particularly dogs - are not permitted in school grounds, except under certain circumstances (eg. show and tell). If animals stray onto the school grounds the office will attempt to contact owners. Failing this, the council will be notified.

BRINGING OF TOYS AND OTHER BELONGINGS TO SCHOOL
Toys may be brought to school for Show and Tell purposes only (toys should be given to the teacher or be returned to the child’s bag immediately and remain the responsibility of the child). Toys should not be taken to the playground. The school does not take any responsibility for the toys or any damage of toys brought to school.

Skateboards and scooters, are permitted to be brought to school by students, but must be brought to the office on arrival for storage until home time.

From time to time we also find it necessary to place a temporary ban on items of lesser value which have become ‘trendy’ for children to collect (such as trading cards). This is done when these items cause problems among children. Parents will be advised of any such issues through the News mundi newsletter.

BICYCLES
Only children who know their road safety rules should be permitted to ride bicycles to school. The law mandates children must wear helmets. During the day, bicycles are to be left in the bicycle racks and not accessed. The bicycle rack areas are out of bounds to all children until school finishes. The riding of bikes is not permitted in the school grounds.

BUS SERVICES
Four free school bus services, operate to and from this school for eligible children. These services cover the following districts:

- Belli Park - Kenilworth Road area
  Belli Bus - 0407 687 742
- Sunrise Road area
  Hinter-Coast Transport - 0410 602 632
- Greys Road & Noosa Valley area
  Noosa Valley Bus Lines - 0410 539 295
- Doonan area
  Hinter-Coast Transport - 0410 602 632

The day to day management of each bus service is conducted by the operator in conjunction with a school bus conveyance committee made up of parents who have eligible children travelling on the buses.

Children are subject to Queensland Transport’s Code of Conduct for School Bus Travel while travelling on school buses and misbehaviour should be reported initially to the bus driver. Persistent misbehaviour may result in a child being excluded from bus travel by the operator of the bus service.

The school office has limited information about the bus routes and times.
CARE OF SCHOOL PROPERTY
School equipment has been provided for the educational, recreational and social development of all students. It must be handled with care at all times. Destruction of such property disadvantages fellow students. The replacement / repair of such property will be the responsibility of the student and student's parents. (Lost library and classroom reading books will need to be replaced at the parents expense).

CHILDREN'S LUNCHES
It is recommended that children's lunches be placed in a sealed plastic container which has the child's name on the box and lid. Please consider the quantity of lunch provided. Children who are unable to eat all or part of their lunch should take the uneaten food home, rather than throw it away. Being an environmentally conscious school, we encourage parents to try and provide 'litter free' lunches (avoiding the use of disposable packaging). When children forget their lunch we will endeavour to contact parents to give them the opportunity to bring the child's lunch to school if they so desire.

CLASS HELPERS
Many teachers encourage family and community members to become part of the education program. (You may need a Blue Card). If you are a parent and volunteer in your child’s class you do not require a Blue Card. If you would like to assist, please speak to your child's teacher. We do appreciate the help given to us in this regard. Individual teachers will ask for parent volunteers. If you are willing to assist we do ask that you sign-in at the office or the classroom and wear a special "Volunteer" badge so that we have a record of all the people in the school for security / emergency reasons.

Eumundi State School values and acknowledges the work undertaken, by its many volunteers who support and extend our students learning and development. Their roles are many and varied:
- classroom helpers;
- tutors of reading, writing and numbers;
- accompanying classes on excursions;
- sharing skills and talents in curriculum areas e.g. arts and crafts;
- working at fund raising events;
- supporting the Tuckshop;
- committees e.g. P&C, School Council;
- assisting with the special events or days.

COMMUNICATION BETWEEN HOME AND SCHOOL
Should parents require any information, or have any concerns, please do not hesitate to contact us at school, either by visiting or telephoning. We strongly recommend that parents make contact with their child’s teacher if they have any questions or concerns about matters relating to their child.

Parents are encouraged to get to know their child’s teacher, and if possible, try to take an active part in school activities and organisations. By taking an interest in what your child is doing at school you will help them to develop to their fullest potential.
COMPLAINTS MANAGEMENT

During the course of your children’s school years, you may have cause to make a complaint about an issue with your child’s education. Education Queensland is committed to ensuring that all complaints are dealt with in a fair and equitable manner. There are processes and support structures in place to enable parents/carers and students to work through any issues they may have with Education Queensland provisions.

When making a complaint, it is in the best interest of complaint resolution to ensure that you:

• provide complete and factual information in a timely manner
• deliver your complaint in a non-threatening and non-abusive manner and
• do not make frivolous or vexatious complaints or include deliberately false or misleading information.

The following 5-step procedure may assist parents/carers, and school staff to reach an outcome that is in the best interests of the student.

1. Discuss your complaint with the class teacher
2. Discuss your complaint with the principal or ask the principal to assist by participating in informal conflict resolution
3. Contact District Office
4. Complaint still not resolved
5. Independent review

DENTAL SERVICE - 0409 493 028

All State Primary School children are eligible to receive free regular dental treatment through the School Dental Service conducted by Queensland Health. Our school is visited each year by the mobile dental clinic which is staffed by a dentist, dental therapists and dental assistants. No treatment is provided without parental consent. For general enquiries please call.

DISEASES

Children with certain contagious diseases are, according to regulations, to be excluded from school. For regulations pertaining to common diseases listed below contact Qld Health or go to their website www.health.qld.gov.au

- Diarrhea
- Hand, Foot and Mouth Disease
- Influenza
- Hepatitis A
- Mumps
- Meningitis
- Ringworm
- Streptococcal infection

- Whooping Cough
- Chicken Pox
- Measles
- Rubella (German Measles)
- Impetigo (School Sores)
- Typhoid Fever
- Scabies
- Conjunctivitis (acute infection)
DROP-OFF AND COLLECTION OF CHILDREN
It is preferred that parents park cars in Napier Road, or in the bottom car park area off Napier Road beside the school hall, and not on Caplick Way when dropping children at school in the mornings or picking them up in the afternoons. Children should not enter or leave the grounds through the vehicular entrances, nor cross road car park areas.

The staff car park near the school administration area must not be used by parents to drop-off or collect children due to safety concerns.

If children are to be picked up during school hours by someone other than parent or caregiver, they must be on the students emergency contact list or the school is unable to release them to this person.

ENROLMENTS
Our school caters for children from Prep to Year 6. A sighting of a birth certificate is mandatory if a child has not attended a Queensland State School. To be eligible for Prep enrolment, children will need to have turned 5 (but not yet turned 6) by 30 June of that year in special circumstances children who turn 5 by July 31 may also be accepted. From 2017 it is compulsory for all children to attend a year of Prep.

Parents seeking to enroll their child must contact the school to arrange an appointment. Enrolment, consent and permission forms are available either from the school or on the school website.

Students transferring from interstate and overseas will need to discuss their child’s prior education with the school administration to determine the most appropriate class placement.

EMERGENCY EVACUATION PROCEDURES
Fire drills and lockdown procedures are conducted regularly to familiarise pupils with the procedures to be followed. The alarm consists of two different sirens. Officers from the fire brigade often attend to ensure emergency procedures are correctly carried out.

FAMILY CONTRIBUTIONS
The school P&C raises funds for school equipment and resources, grounds improvement and maintenance. To assist with this fundraising, along with other fundraising activities, each family is asked to make a $60 voluntary contribution each year. This may be paid as an annual or half yearly contribution. We appreciate the support of every family in making this commitment.

FIRST DAY OF SCHOOL
If children have been enrolled prior to the beginning of the school year, parents are requested to come to the school office to be informed of the class the child is in and to be escorted to the classroom. Even though it may be a busy time for all, take the time to introduce yourself to your child’s teacher. Leave your child with his/her teacher with as little fuss as possible as children usually settle down very quickly after their parents leave.

It is an important day in children’s lives and we want to make it as enjoyable as possible for everyone.
Requirements for the First Day
1. A school bag or case showing name and address, preferably also identified by a bright picture or sticker that is easily recognised by your child.
2. A broad brimmed hat should be worn and clearly named.
3. Closed-in shoes should be worn every day.
4. School uniform.
5. Children will need lunch for both breaks and fruit for ‘Eumunchi’.

FIRST AID
Trained staff are on hand to administer basic first aid when necessary. Injuries sustained outside school should be treated before coming to school. If your child’s illness or injury needs to be monitored throughout the day, please forward a note to the classroom teacher.

HEADLICE
It is essential that your child's hair is checked on a weekly basis as part of a regular personal routine.
If eggs or lice are found please treat your child's hair before they return to school. Notify the school or your class teacher so that a note can go home with other class members to alert parents to be extra vigilant. If this note is sent home it asks caregivers to check your child's head for headlice and tick the appropriate box and return the tear off slip to school as soon as possible. Shoulder length hair or longer should be tied back.
Further information on headlice eradication methods can be found on the Internet at www.health.qld.gov.au/headlice

HEALTH AND HYGIENE
Good health habits are taught and encouraged at all times. There is enough evidence to suggest that a wellbalanced diet and sufficient sleep go a long way towards physical and mental alertness. It is important that all children have a healthy breakfast and bring along a well-balanced lunch or order from the Tuckshop. Drinking lots of water is also important.
Cleanliness (eg. care of fingernails, hands, hair) is also encouraged. Toileting, correct hygiene, use of toilets and behaviour in toilets is also essential. Please discuss these issues with your child. We seek your valued assistance in this regard. If there is a particular problem, please make your child's teacher aware and he/she will be able to instruct you in the appropriate procedures.

LATE ARRIVALS AND EARLY DEPARTURES
On occasion, children may arrive late to school or may need to leave early for various reasons. Parents are asked to come to the office to collect a computer generated 'late arrival' or 'early departure' slip. This allows administration to account for missing children in the event of an emergency situation.
A persistent problem of lateness will be investigated by administration and letters detailing such absence will be sent home. It is vital that children are punctual to maximize learning and not hinder the lessons already started.

LEAVING THE SCHOOL GROUNDS
Once they have arrived at school, children should not leave the school grounds until school finishes. It is our policy (for safety reasons) not to allow children to go to the Eumundi township to purchase their lunch.
If there are exceptional circumstances when parents wish their children to leave the school grounds (e.g. at lunchtime) then written permission and explanation must be provided by parents beforehand. The permission note should be sent to the office so that the Principal/Deputy Principal may be notified. Children should also receive a computer generated departure slip before they leave and an arrival slip on their return.
**LOST PROPERTY**

Lost property is placed in the lost property box (located under A Block). Parents are welcome to check the lost property for items at any time. At the end of each term unclaimed items are donated to charity.

It is requested that all school clothing and other belongings be clearly named for easy identification. Marking of property with your child’s name increases the chance that it will be returned. Items of significant value will be held at the office.

**MEDICATION**

School staff can assist a student with medication provided that a written request is received from the student’s parent or legal guardian. Please ensure that medication left at the school must has the original pharmacy label with the students name, dosage and time to be taken. Staff will follow the directions on the original pharmacy label attached to the medication container. Parents are asked to collect the medication when it is no longer required at school.

Most procedures for the administration of medication and management of health conditions can be adequately addressed by universal guidelines. However, students with more complex requirements, such as anaphylaxis or other conditions, may require individual management plans. These plans should be reviewed annually or when medication and or health status changes. The appropriate documentation will need to be updated from the student’s doctor.

If there are limitations or guidelines for specific activities such as swimming, sport, outdoor education, camps and physical education, the school needs to be informed in writing.

If you find the above information relates to your situation please contact the school to ensure we have the appropriate information.

**MOBILE PHONES AND ELECTRONIC EQUIPMENT**

Electronic equipment such as iPods, MP3 Players, electronic games and mobile phones are not permitted at school due to their potential to cause distraction and disruption to classes and the risk of them becoming damaged or lost. If for any reason there is a need to bring such equipment to school it must be brought to the office for safekeeping and picked-up at the end of the day.

**NEWSLETTERS TO PARENTS**

Our fortnightly newsletter ‘Newsmundi’ is available via the school website every second Thursday afternoon. Parents who have an email address are encouraged to provide this to the school to receive notification that the latest newsletter is available via the website. For those who do not have access to a computer a hardcopy is available at the office. Parents are encouraged to read this informative newsletter as it helps to keep you informed of upcoming events and is an important means of communication between the school and home.

**OUTSIDE SCHOOL HOURS CARE (OSHC) – 54726 355**

Within our school is a fully licensed and accredited Child Care Service. Before School Care is from 6:50am and includes breakfast. After School Care operates until 6:00pm. Vacation Care is also available. Please contact the OSHC Coordinator for further information on 0408 981 245.
PARADE
Parade is conducted every Monday afternoon in the Multi-Purpose Hall. Parents are most welcome to attend.

P & C ASSOCIATION
The school Parents and Citizens (P&C) Association meets on the third Tuesday of every month – times and venues vary. Details of upcoming meetings are published in the school newsletter.

The P&C works as a representative body to aid in decision making to improve educational outcomes for all children. They are also a major fundraising force within the school. All parents are welcome and encouraged to attend meetings.

PAYMENTS TO SCHOOL
When students bring payment to school for school activities or excursions, please secure money in an envelope or zip lock bag marked with the child’s name, class, amount, type of payment and the activity.

Eumundi School offers parents the opportunity to make payments in the following ways:

- In person – at Eumundi State School Administration Office, either by:
  - Cash – preferably the correct money as we do not carry a float
  - EFTPOS
  - BPPoint
- Direct Deposit to the school account is also available:
  - BSB: 064440
  - Account: 00090095
  - Please quote students name or invoice number which is found on your invoice/statement
- Phone in with your credit card details

If you are experiencing financial difficulties in meeting the payment of accounts, please contact the Business Services Manager via email on awill236@eq.edu.au or phone on (07) 5472 6310 to arrange a suitable payment plan.

Refunds must be requested by completing the “Request for Refund” form. Refunds can only be made if the situation meets the policy requirements. Please ask for a copy of our Refund Policy available at the office or on our website.

REPORTING STUDENT PROGRESS TO PARENTS
A written report on student progress is issued to parents at the end of each Semester (mid-year and at the end of the year). Parents are also invited to attend parent-teacher interviews to discuss their child’s report and progress at these times.

Parents are invited and encouraged to visit the school to talk with the class teacher on any occasion when they feel there is a need to discuss their child’s progress or problems. It is best however to first arrange a mutually convenient time by telephoning the school or by writing a note to the teacher. We prefer that parents do not come to the school to discuss their child’s progress with teachers during teaching time, but to arrange a time in advance, before or after school.

Except in an Emergency Situation, phone calls to teachers during teaching time will not be put through to the classroom - parents will be asked to leave a message and a convenient time for the teacher to return their call.
At the end of Term 3 the school conducts three way parent / teacher interviews. To engage the children in this process the interviews will take the form of a three way meeting where the child and his/her achievements will be central to the conversation. To aid the children in this process each child has a Student Folio of completed work to share and discuss with their parents. We encourage all parents to make an effort to come along to these interviews and share in the learning and achievements of their child.

RESPONSIBLE BEHAVIOUR PLAN FOR STUDENTS
Eumundi School has a strong focus on discipline and expects that all children come to school to learn in an appropriate and safe manner. A copy of the school’s Responsible Behaviour Plan for students is available on the school website or at the front office.

<table>
<thead>
<tr>
<th>OUR SCHOOL’s CODE OF BEHAVIOUR</th>
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<tbody>
<tr>
<td>Eumundi Expects</td>
</tr>
<tr>
<td>CARE</td>
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<tr>
<td>• Care for yourself</td>
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<tr>
<td>• Care for your learning</td>
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<td>• Care for others</td>
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<tr>
<td>• Care for your school</td>
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<tr>
<td>COMMON-SENSE</td>
</tr>
<tr>
<td>STOP:</td>
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<tr>
<td>▪ What is happening?</td>
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<tr>
<td>▪ How do I feel?</td>
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<tr>
<td>▪ What do want to happen?</td>
</tr>
<tr>
<td>THINK:</td>
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<tr>
<td>▪ What can I do?</td>
</tr>
<tr>
<td>▪ What might happen next?</td>
</tr>
<tr>
<td>DO:</td>
</tr>
<tr>
<td>▪ Choose the best way to act</td>
</tr>
<tr>
<td>▪ Do it</td>
</tr>
<tr>
<td>COOPERATION</td>
</tr>
<tr>
<td>Working well together to reach our goals</td>
</tr>
<tr>
<td>COURTESY</td>
</tr>
<tr>
<td>Using our best manners and being polite</td>
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</tbody>
</table>

**SMS4Schools**
How you can help us to keep your child/ren safe:
1. Provide a preferred current mobile phone number. If your number changes, advise us immediately. Families with shared care arrangements will be required to advise the school and provide BOTH parent/carers mobile numbers. In the event of an unexplained absence for a child in shared care, both parents will receive an SMS message.
2. Phone the Student Absence Line **before 9.15am** to advise of any/all occasions when your child/ren will be away from school. **This is a 24hr recorded service, you can call it anytime (convenient if your child is up ill during the night!)**. The Eumundi State School Student Absence Line number is 07 54726360; we suggest you store this number in your phone.
3. A generic SMS message will be sent to parents advising of their child’s absence and requesting an explanation. If/when you receive an SMS message, call the Student Absence Line to explain the absence OR if you believe your child/ren is/should be at school contact the school office immediately to notify us.

**STUDENT BANKING**
Student Banking is available weekly and conducted by the P&C. Details on how to join are available either at the school or the Commonwealth Bank.

**SUPPORT SERVICES**
A variety of services are provided by Education Queensland to enrich children’s learning experience at school. An Educational Guidance Officer, Speech/Language Pathologist and an English as an Additional Language Advisory Visiting Teacher (EAL AVT) visit the school on a regular basis. If you feel your child requires access to these services please contact the Principal and make an appointment to discuss the matter. A school chaplain is also employed to assist in pastoral care matters. Please contact the school administration for further details.

**SPORTS HOUSES**
There are four Houses to which children are allocated, mainly for sporting activities:
- *Banksia (green)*
- *Bunya (blue)*
- *Cedar (red)*
- *Wattle (yellow)*
New children will be allocated to a House soon after admission to the school, with children in the one family whenever possible being allocated to the same House.

**SUN SAFE**
All children must wear a wide brimmed hat when playing in the school grounds. The use of sunscreen is also encouraged. The inclusion of children in outdoor activities may be dependent on the wearing of a hat. We support a “no hat, no play” policy.

**SUPERVISED SCHOOL CROSSING**
A supervised school crossing for use by students and parents operates in Napier Road each morning and afternoon. Persons using this crossing at the supervised times must strictly follow the directions of the school crossing supervisor on duty. Parents are requested to model correct behaviour when using the crossing at supervision times, and to observe the conditions and restrictions for parking in the area near the crossing.

**SUPERVISION**
Children are supervised at school by teachers from 8:40am to 2:50pm every day. Children are not officially supervised prior to 8:40am or after 2:50pm. With this in mind, it is requested that children not be dropped at school early in the morning and that arrangements are made to have your children collected or travel home directly after the conclusion of the school day. The adventure playgrounds are out of bounds before and after school as there is no supervision.

**STUDENT DRESS CODE**
Boys’ uniform consists of a maroon polo shirt with green sleeves and green collar trimmed in cream, worn with bottle green cargo type shorts with maroon side panel with cream piping. Girls have the option of wearing a maroon dress, or green skorts with the maroon side panel with the polo shirt. A Sports Shirt is also available in House colours and students are encouraged to wear this at school sports events. Suitable covered footwear is to be worn at all times. Wide brim hats are to be worn at all times when outside of the classroom. Uniforms and hats can be purchased from the Uniform Shop.
Unless otherwise negotiated children wear their uniforms:
- When attending or representing our school
- When travelling to and from school and
- Engaging in school activities out of school hours

Our Student dress code aims to provide clothing guidelines that aim to contribute to a safe and supportive teaching and learning environment through:
- Ready identification of students and non-students at school
- Fostering a sense of belonging
- Developing mutual respect among students by minimizing visible evidence of economic or social differences.

Eumundi dress code reflects our school community’s standards and is consistent with Occupational Health and Safety and anti-discrimination legislation.

Acceptable or reasonable dress refers to clothing or apparel that would be socially acceptable, although it might not conform to the school’s student dress code. Inappropriate dress refers to clothing or apparel worn by students that is deemed to be:
- Offensive
- Likely to disrupt, or negatively influence normal school operation
- Unsafe for students or others; and
- Likely to result in a risk to health and safety of students or others

At Eumundi State School, we have the following explicit rules
- No jewellery except small studs or sleepers
- No thongs—children need to wear closed-in shoes
- No advertising/logos of inappropriate subjects - for example, alcohol
- No hair colour other than natural is acceptable.
- No finger nail polish

**TRANSFERRING TO ANOTHER SCHOOL**
If your child is leaving our school please contact the office to advise of the final date of attendance and the opportunity to collect all student work, return all library and resource books and settle any outstanding monies.

**TUCKSHOP – 5472 6319**
The school tuckshop operates every day selling a range of healthy food and drinks. A list of available items and prices is provided to parents at the beginning of each school year, or upon enrolment of new children. The tuckshop menu is also available via our website.

Tuckshop lunches should be ordered. Children should bring written orders for morning tea or lunch in a brown paper bag, with the correct money included and the child’s name, order and class indicated. All written orders and money should be handed in to the tuckshop in the morning before the start of school. Orders are then to be collected from the appropriate class basket at the tuckshop.

Parents are invited to make themselves available for helping in the tuckshop (approximately 8:30am to 1:30pm). Your assistance will be greatly appreciated as our tuckshop cannot operate without the support of parents. Please contact the school or tuckshop convener if you are not on the roster and would like to help.

The Tuckshop Committee, a sub-committee of the P&C Association, manages the tuckshop and have meetings at school throughout the year. Dates of these meetings are advised in the school newsletter. Parents are welcome to attend meetings and become involved in the operation of the tuckshop.
HOW PARENTS CAN MAKE A GOOD SCHOOL BETTER

Make an effort to understand what the school is trying to do. If possible, express your support for our aims and the values we express.

If at all possible, participate on committees and in discussion groups that consider educational issues and other school community activities.

See the school as ‘your’ school. Encourage your children to see it in the same way.

By all means offer constructive criticism and suggestions, but direct your comments to the right people at the school. If you tell us about your concerns, we will be able to talk with you about how we can address them.

If you can, go to school activities - open days, concerts, class activities, sports days celebrations, etc. Take a friend.

Join the school’s Parents and Citizens association and look after the school’s interests.

Welcome new parents. Help them feel that they belong. Build their confidence in the school.

Encourage your child to cooperate fully, to join in all school activities, and to take pride in the fact that they attend the school.

Let the Principal and staff know that you support them all the way, even if sometimes you have to be a friendly critic or a critical friend.

Most importantly, get to know your child’s teacher. Be considerate, however, of the fact that the teacher’s core role is the teaching and management of the children in the class, and that there are busy times when it may not be suitable to spend time talking to the teacher.